

KGF JOURNAL OF AGRICULTURE

Manuscript Submission Guidelines

Journal Information

KGF Journal of Agriculture is an open-accessed peer-reviewed bi-annual Journal published by the Krishi Gobeshona Foundation (KGF) which is a non-profit organization for sustainable support to agricultural research & development in Bangladesh. This is an inclusive Journal to publish scientific advancement in agriculture and allied disciplines. The Journal publishes original research articles, review papers, case studies and short-communications covering the areas of crop science, horticulture, animal science, fisheries, natural resource management, mechanization and post-harvest processing, agro-forestry, agricultural economics and rural development, climate change, social science and any other cross cutting issues in agricultural sciences.

Scope of the Journal

The Journal encourages the submission of original papers on the following aspects, but not restricted to:

Crops: Agronomy, Soil Science, Plant Breeding and Genetics, Plant Pathology, Entomology, Horticulture, Agricultural Economics, Agricultural Engineering, Post-harvest Processing, Soil and Water resource Management, Agricultural Biotechnology, Agro-forestry, Plant Physiology Microbiology, Molecular Biology, Appropriate Technology, Crop Modeling, Forestry, Climate Change etc.

Livestock: Animal Health Nutrition/Biotechnology/Production and Management/Genetics Breeding/Physiology/Reproduction, Meat Science, Dairy Technology, Value Addition, Veterinary Medicine/Bacteriology/ Virology/ Surgery/ Public Health/ Immunology/ Parasitology/ Epidemiology, Fodder Production and Conservation, Poultry Production and Management, Nutraceuticals, Safe Food Production, Antimicrobial Usages and Antimicrobial Resistance, Greenhouse Gas Emission and Mitigation, Livestock Extension etc.

Fisheries: Aquaculture, Fish Nutrition, Aquatic Animal Health, Fish Processing and Value Addition, Climate Change, Fisheries Economics, Fisheries Resource Management, Fish Genetics and Biotechnology, Aquaculture Engineering, etc.

Cross-Cutting Issues: Gender issue, Agricultural Market, Value Chain System, Food Systems, Nanotechnology, Precision Agriculture etc.

Criteria for Publication

1. The Manuscript is not submitted to other any Journal or not under consideration for publication elsewhere
2. Research-problem statement, experiments, data analyses and interpretation are stated with technical standard and are described in details.
3. Conclusions are presented precisely and are supported by the data.
4. The article is presented coherently and is written in Standard English (UK).
5. The research meets internationally accepted standards for the ethics and integrity in publishing.
6. The manuscript should be written as per guidelines of the Journal.

Manuscript Submission and Review

Categories of Manuscripts

Manuscripts may be submitted in any of the following categories:

1. **Original Research Articles:** Full length reports with data from original research.

2. **Review Papers:** Comprehensive, unbiased and authoritative descriptions existing literatures of any subject within the scope of the Journal.
3. **Case Studies:** Reports of live examples of farming community/enterprises demonstrating the best practices for sustainable agriculture
4. **Short Communications:** Short papers that present original and significant results of a problem as well as new finding that is expected to have a significant impact and rapid dissemination.

Submission of the Articles

Manuscripts and associated documents should be submitted On-line to the Executive Editor in the E-mail (ID kgfjournal21@gmail.com). The corresponding author has to submit following file separately not embedded in the main manuscript. File formats are DOC or DOCX.

1. Cover Letter

The cover letter will include:

- Broad topic (Crop Science or Livestock or Fisheries or Agroforestry or Cross-Cutting issues) and article category;
- All the authors have given consent to submit the manuscript to the Journal;
- It is the original work of the authors and all authors have contributed significantly for the pursuance of the research;
- The manuscript has not been published previously (except in the form of an abstract) and is not under consideration for publication elsewhere;
- State the novelty in results/findings/output or significance of the results (two to three bullet points);
- Three potential referees' name, affiliation, E-mail ID and reason for their selection.

2. Title Page

Title of the article, list of authors (full names, affiliations, E-mail) indicating the corresponding author. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name.

3. Authorship and Its Sequence

Before submission, authors are anticipated to consider carefully the list and order of authors and mention the definitive order of authors at the time of the original submission based on their contribution. Any addition, deletion or rearrangement of author names will lead to rejection of the manuscript by the Editorial Board of the Journal. Only in exceptional circumstances, the corresponding author can submit such request through their head of the organization stating the reason.

4. Main Manuscript

Title, Abstract, Keywords, Introduction, Materials and Methods, Results and Discussions, Conclusion, Acknowledgment. Figures and Tables should be inserted and numbered in text in the order in which they are referenced in the text.

5. Style and Format

- Prepare manuscript in single sided A4 paper using the font 'Times New Roman' with font size of 12 pt in MS word (DOC/DOCX) format.

- Manuscript text should be double-line spaced with justified margins (2.54 cm) on each side, without hyphenating words at line breaks. Format the text in a double column.
- Limit manuscript sections and sub-sections to 3 heading levels. Make sure heading levels are clearly indicated in the manuscript text.
- Include number of all pages.
- Manuscripts must be submitted in English.
- Define abbreviations upon first appearance in the text. Do not use non-standard abbreviations unless they appear at least three times in the text. Keep abbreviations to a minimum.
- Using Math Type for display and inline equations is recommended, but Equation Editor or Microsoft's Insert→Equation function is acceptable.
- Use correct and internationally established nomenclature wherever possible. Follow SI units and write name of species in italics.
- KGF Journal of Agriculture uses APA reference style as outlined in the <https://pitt.libguides.com/citationhelp/apa7>

6. Manuscript Length

The maximum words count of the manuscript should be restricted to 5000, 4000, and 2500 for Review, Original Research Article and Case-Study/Short-Communication, respectively.

7. Tables and Figures

The number of tables and figures should be restricted to 4 each. Table should have title above and figure caption below the figure. Table title and figure captions are inserted immediately after the first paragraph in which they are cited. Citation and table as well as figures should appear within the main manuscript chronologically. Avoid large tables and figures which are not comprehensible. Data should not be repeated in tables and figures.

For any queries regarding the submission, potential authors are requested to contact with Executive Editor of KGF Journal of Agriculture through E-mail.

Review Process

All submitted manuscripts are initially evaluated by the Editorial Board for its scientific merit and suitability of publication in the Journal. Manuscripts deemed appropriate are then sent to two experts in the relevant discipline(s) for review and overviewed by one of the Journal's Editors. A manuscript may be returned to its author without review if it is judged to be of poor quality or inappropriate for this Journal. The reviewer's comments are communicated to the corresponding author and she/he is expected to revise the manuscript in response to the critiques, marking in the text using either tracking changes or highlighting with different colour. If there is any written response to the reviewers' comments, indicate the page number(s), paragraph(s), and/or line number(s) where each revision was made. Author(s) to provide reasons for suggested changes that were not implemented, and identify any additional changes that were made. Revisions not received within **1 (one) month** will be administratively withdrawn. Electronic proofs will be sent as an E-mail attachment to the corresponding author as a PDF or DOC/DOCX file. The Editorial Board is responsible for the final decision regarding the publication of the manuscript.

Article Processing Charge

Articles of any type (research, review, short communication and case study) are accepted based on scientific merit and are published free of cost.

Author Contributions

An author statement file outlining their individual contributions to the paper roles (e.g. conceptualization, experiment designing and methodology, investigation, data analysis, supervision, writing/editing, etc.) should be submitted.

Submission Checklist

Before sending the manuscript to the KGF, the authors are requested to undertake final check of the prepared manuscript:

- (i) Cover letter as has been mention above;
- (ii) Title page as has been mentioned above
- (iii) Entire file should have two parts:
- (iv) The manuscript includes:
 - keywords;
 - all figures with relevant captions;
 - all tables with relevant titles, description, footnotes (if required);
 - ensure all figure and table citations in the text match the files provided;
 - clear indication of color should be used for any figures in print.
- (v) Manuscript has been spell and grammar checked;
- (vi) Permission is taken for the use of copyright material;
- (vii) Authors contribution letter
- (viii) All references mentioned in the body of the manuscript are being cited in the reference list and vice versa.

Article Structure (Research Articles)

Authors are requested to divide their manuscript into clearly defined sections as mentioned below:

1. **Title:** Concise and informative as it is often being used for the scientific information retrieval. Title should be self-explanatory to convey message about the article. Avoid stale words. A small running title may be provided and should not more than two lines.

Running Head: A suggested running head (shortened version of the title) may also be included.

Abstract: It should be self-contained, citation-free and consist of one paragraph, not exceeding 300 words. An ideal abstract should contain main objectives of the study, how the study is done, summary of the most important results and their significance. Avoid abbreviations, but if required that must be defined before they are first used.

Keywords: Just after abstract, provide up to 5 keywords in alphabetical order and separated by comma. The first letter of each of the keyword should be in upper case. Avoid general terms and multiple concepts.

Introduction: The introduction should provide a context for the work to be reported, particularly defining problem addressed and its importance. Present the topic with relevant and appropriate background information evading detailed latest literature survey or results. Note any relevant controversies or disagreements in the field and conclude with a brief statement of the overall aim of the work. This should not exceed three pages.

Materials and Methods: This section provides the experiment design, raw materials, and tools and methods of how the research has been conducted. Describe the methods in such a way that an independent researcher could reproduce the same during their future investigation. Methods which are already published

should be mentioned in brief citing the reference. Any modifications or changes made on the established protocol should be described in detail.

Results and Discussions: Results should be elaborated clearly and briefly. This section should describe the results of the experiments, the interpretation of these results, and the conclusions that can be drawn. Discuss significance of the results, relating to the hypothesis presented as the basis of the study and explain implications of findings, particularly in relation to relevant published literature. Repeated citation and discussion should be avoided.

Conclusion: The main conclusions arrived from results should be presented briefly (maximum 150 words). This section may also come up with potential future directions for the area of research interest. Authors should avoid repetition of sentences.

Acknowledgements: It should appear at the end of the article, before the references. Provide funding details with project or sanction number. Please acknowledge the individuals (if any) who have extended help during the research, assisted in language editing, helped in procurement of research materials etc.

Article Structure (Short Communication)

It should restrict the word count to 2500 including -

- title,
- names of authors and affiliation,
- abstract (150 words),
- brief introduction,
- materials and methods,
- results and discussion,
- references,
- relevant tables and figures.

Article Structure (Review)

It should restrict the word count to 5000 including -

- title,
- name of authors and affiliation,
- abstract (250 words), introduction with aim,
- discussion with headings and sub-headings (context specific),
- references,
- relevant tables and figures. The authors of the review should have adequate number of research publications on the subject.

Reference Style in Text

1. Single author: the author surname followed by year of publication (Alam, 2021).
2. Two authors: both authors' surnames followed by the year of publication (Alam and Karim, 2019).
3. Three or more authors: first author surname followed by 'et al.' and the year of publication (Alam et al., 2018).

References

-
- All references quoted in the text must appear at the end of the article and vice-versa. The spelling of names of author and date or year at the two places should be carefully checked;
- Restrict the references which are relevant to the particular topic. Recent and relevant, not more than 20 years old references are encouraged;

- The references should include names of all authors, year (within brackets), full title of the article, full name of the journal (in italic, no abbreviation), volume number, issue number in bracket, and pages. For book or monograph, the name of the publisher should also be given as well as its volume, edition and relevant pages;
- The references cited together in the text should be arranged chronologically. The list of references should be arranged in alphabetical order. A few examples for correct citation of references are mentioned herewith.

Article in Print Journal

Rahim M.M.H. (2019). Abundance, damage severity and management of guava mealybug, *Ferrisia virgata* CkII. *KGF Journal of Agriculture*, 16(2): 73-82.

Alam, M.M.H., Islam, M.M., Asaduzzaman, M. & Uddin, M.N. (2019). Mutants and weather parameters affecting the population dynamics of three major insect pests of mungbean. *SAARC Journal of Agriculture*, 16(2): 1-12.

Article in an Electronic Journal

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

A Book/Policy Brief

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin

Gyeltshen, K. and Sharma, S. (2019). *Integrated plant nutrition system modules for major crops and cropping systems in South Asia*. SAARC Agriculture Centre, Dhaka, Bangladesh. Pp. 176.

George, G. and Hassan, M.S. (2020). Policy brief on “*Guidelines for ensuring sustainability of fisheries and aquaculture in South Asia*”. SAARC Agriculture Centre, Dhaka, Bangladesh. Pp. 1-4.

Chapter in an Edited Book

Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.

Conference/Symposium/ Proceedings

Joshi, P.K. (2004). Crossing frequency and ancestors used in developing Nepalese mid and high hill rice cultivars: Possible criteria for yield improvement and rice genes conservation. *Proceedings of 4th National Conference on Science and Technology* held at Kathmandu, Nepal. Pp. 502-523.

Reference to a Website

Cancer Research UK. (2004). *Cancer statistics reports for the UK*.

<https://www.cancerresearchuk.org/about-cancer/bowel-cancer>. Accessed on 8th June, 2019.