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**First A. Author<sup>1\*</sup>, Second B. Author<sup>2</sup>, and Third C. Author<sup>3</sup> (Font:  
Gramond, Size: 11, Line spacing: Single, Paragraph spacing: 6, Bold,  
capitalize each word, Centered)**

<sup>1</sup>First Author Affiliation (Department, Institution, City, Country)

<sup>2</sup>National Defence College, Mirpur, Dhaka, Bangladesh

<sup>3</sup>National Defence College, Mirpur, Dhaka, Bangladesh

(Font: Garamond, Size: 10, Line spacing: Single, Paragraph spacing: 0, Align: Centered)

(Received: 00<sup>th</sup> Month 0000; Accepted: 00<sup>th</sup> Month 0000; Published: 00<sup>th</sup> Month 0000)

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**Abstract:** This template is a guideline for preparing manuscripts for *NDC E-JOURNAL*. Abstract must be in between 200–300 words. The abstract must be written as one paragraph and should not contain displayed mathematical equations or tabular materials. Ensure that the abstract is well written, easy to understand, and is grammatically correct. Mixing American and British English will not be considered as a good writing. Abstract should reflect the structured abstract format. One or two lines as introduction. Three to four lines to explain the recent and relevant problems as problem statement. Two to three lines to present the main objectives of the research work. Four to five lines to explain the methodology, design, modeling of the system, and experimental setup of the research. Four to five lines should present the results and findings of the focused study or research work. Finally, two to three lines as conclusion. A good abstract is a short reflection of the whole work, its purposes, objectives to achieve, methodology, system design, modeling, outcomes of the study, and its applications in solving the real-life problems.

**Keywords:** 3 to 5 words/phrases, *Italic form*, Font: Gramond, Font size: 11, Separated by semicolon (;).

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## **INTRODUCTION (1<sup>st</sup> level heading)**

This document is a template for latest Microsoft Office Word. Published paper or PDF version of this document can be used as guidelines in preparing *NDC E-JOURNAL* manuscript. Suggestion is to download the electronic Word file (\*.docx) from *NDC E-JOURNAL* website to prepare manuscript by pasting the

texts without changing the formatting of the template (paste special (Alt+Ctrl+V): unformatted text). This template explains the style of *NDC E-JOURNAL* manuscript in detail. **A research manuscript may contain the following sections.**

- Introduction
- Literature Review
- Research Philosophy
- Methodology
- Results and Discussion
- Conclusions
- Acknowledgments
- References

### **MANUSCRIPT FORMATTING (1<sup>st</sup> level heading)**

Manuscript formatting is very important which should be strictly followed by the authors. Formatting instructions include several points based on Page formatting, and Text formatting.

### **PAGE FORMATTING (1<sup>st</sup> level heading)**

Page formatting also can be said as page setup. It includes page size, page margin, header, and footer. Specifications for all the pages are presented below.

- Page size: Custom size (Width: 6.75" & Height 9.75")
- Page margin: Top 1"; Bottom 1"; Inside 1"; Outside 1"
- Header: From top 0.3"
- Footer: From bottom 0.4"

### **First Page Header (2<sup>nd</sup> level heading)**

First page header of the manuscript will contain three lines, left aligned, font: Garamond, font size: 10, line spacing: single, paragraph spacing: none. First line will be the full elaboration of the journal (***National Defence College E-Journal***) in bold, italic. Second and third lines will be normal (not bold) and italic containing ISSN, E-ISSN numbers and DOI. For unavailability of any of the information, the line will be ignored. **NDC PRODEEP image** (Height: 0.5", Width: 0.79") will be right align at the header of the first page. There will be a line bar at the bottom of the text scattered from left end to right end of the page margin. There will be an extra blank line after the line bar (Garamond, 10, Line spacing: Single, and Paragraph spacing: None).

## **Headers of the Rest of the Pages (2<sup>nd</sup> level heading)**

Rest of the page headers of the manuscript will be different comparing with first page header. **All the even page headers** will contain **First Author Last Name** (must use *et al.* if more than one author) and the title of the manuscript in the second line (Font: Garamond; Size: 9; Italic, Right align, line spacing: single, Paragraph spacing: none).

Rest of the odd page headers will contain *NDC E-JOURNAL* logo (with text “Security Through Knowledge” at the bottom of the logo), **center aligned**, **Height: 0.4”**, **Width: 1.8”**, **Line spacing: single**, **Paragraph spacing: none**.

## **Footer of all the Pages (2<sup>nd</sup> level heading)**

Footer of all the pages will be in same format where volume and issue numbers will be at the left written in the format as “*NDC E-JOURNAL, Vol. XX, Month 2020*” (Font: Garamond; Size: 10; Italic) and the page number (*1, 2, 3, etc.*) will be aligned at the right (Font: Garamond; Size: 10; Italic). Line spacing will be single and paragraph spacing will be none.

## **TEXT FORMATTING (1<sup>st</sup> level heading)**

Based on the different positions of the text(s), they can be classified as Title section, Abstract section, Body text, Acknowledgements, References, and Author biography.

### **Title Section (2<sup>nd</sup> level heading)**

Title section of the manuscript includes Title of the manuscript, Authors’ names, and Affiliations & associations.

#### ***Title Style of the Manuscript (3<sup>rd</sup> level heading)***

The first line(s) will contain the title of the manuscript (FONT: GRAMOND 16, LINE SPACING: SINGLE, PARAGRAPH SPACING: NONE, BOLD, UPPERCASE, CENTERED). There will be a single blank line just after the title with the same style.

#### ***Authors’ Names (3<sup>rd</sup> level heading)***

Immediate next line will contain Authors’ names. Each author name should contain a number as the superscript at the end of each name. Corresponding author must have an ‘\*’ symbol with the number. Style of the lines will be, Font: Garamond, Size: 11, Line spacing: Single, Paragraph spacing: None, Bold, capitalize each word, Align Center. There will be a single line after the authors’ names as with the same style.

#### ***Affiliations & Associations (3<sup>rd</sup> level heading)***

Next multiple lines will contain the affiliation and association information of each author with the corresponding numbers as superscript at the beginning of each line. Specifications of the line style are: Font: Garamond, Size: 10, Line spacing:

Single, Paragraph spacing: 0, Align Center. There will be a single line just at the end of this with same style.

### **Article History (3<sup>rd</sup> level heading)**

The next line will contain the article history (dates of received, accepted, and publication) inside the parenthesis (' & '). The style will be, *Font: Garamond, Size: 10, Style: Italic, Line spacing: Single, Paragraph spacing: 0, Align Center*. There will be a single line just at the end of this line with same style.

### **Abstract Section (2<sup>nd</sup> level heading)**

Abstract section is basically a table with two rows, one column, center aligned, and auto fit to window. There will be no vertical lines (left or right) for the table. First row will contain abstract text and Keywords. For each of the cells of the table, indentation should be (-0.07") for both left and right side.

There will be the top border (single line border) of the table. There will be a top border (single line) for the last row containing the text "© 2020 NDC E-JOURNAL, all rights reserved" and no bottom border of the cell as well as the table.

### **Cell Contents and Styles (3<sup>rd</sup> level heading)**

First row first column will contain the abstract starting with the word "**Abstract:**" (with a clone ":",) bold, italic, font: Garamond, size 11. The content of the abstract will be normal font (not bold, not italic), font: Garamond, size 11, justify, single line spacing, and Paragraph spacing: before & after 6.

Next line of the same cell will contain 3 to 5 keywords, starting with the word "**Keywords:**" (with a clone ":",) bold, italic, font: Garamond, size 11. The keywords will be separated by semicolon (";",) and the style will be normal italic font (not bold), Garamond, size 11, justify, single line spacing, Paragraph spacing: after 6, and Hanging: 0.81".

Last row will contain the text "© 20## NDC E-JOURNAL, all rights reserved.", not bold, not italic except journal name, font as Garamond, size 10, right aligned, single line spacing, and Paragraph spacing: before & after 0.

### **Body Text and Styles (2<sup>nd</sup> level heading)**

Body text will contain several points such as, First level heading, Second level heading, Third level heading, Paragraphs, Bullets and numbering styles, Figures, Tables, and Equations.

**First level heading:** Style of the first level heading will be, UPPERCASE, Garamond, front 12, Bold, not Italic, Centered, single line spacing, and Paragraph spacing: after paragraph 6.

**Second level heading:** Style of the second level heading will be, Capitalize Each Word, Garamond, front 12, Bold, not Italic, left justified, single line spacing, and Paragraph spacing: 0.

**Third level heading:** Style of the third level heading will be, Capitalize Each Word, Garamond, front 11, Bold, Italic, left justified, single line spacing, and Paragraph spacing: 0. **Indentation of the third level heading is 0.25''**.

**Paragraph style:** There should be no indentation or tab spacing at the beginning of any of the paragraph. Style of the paragraph will be, Garamond, front 11, justify, single line spacing, and Paragraph spacing: after paragraph 6.

Please avoid hyphenation at the end of a line. Symbols denoting vectors and matrices, small equations, elements' names, or formulas should be in equation format. Weights and measures should be expressed in SI units. All non-standard abbreviations or symbols must be defined (abbreviated) when first mentioned, or a glossary/nomenclature provided.

**Bullets and Numbering Style:** Style of the Bullets and Numbering are presented below.

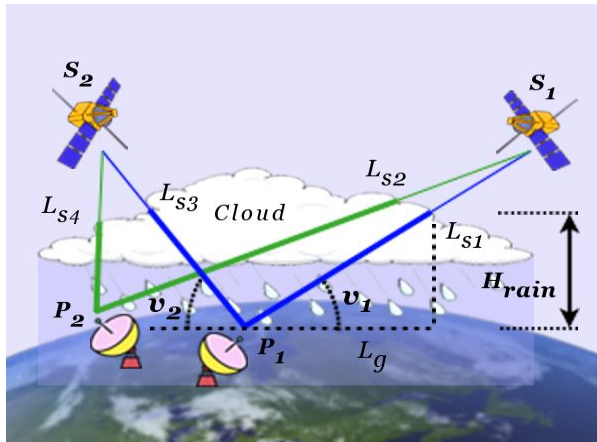
- Font: Garamond, size: 11, justify, single line spacing, Paragraph spacing: after paragraph 6.
- Hanging of the Bullets and Numbering style is 0.25'', and indentation left is also 0.25''.
- In the Paragraph window of the Word Document, it is mandatory to select **“Don't add space between paragraphs of same style”** for Bullets and Numbering style.

**Figures/Graphs/Charts/Flow diagram:** It is very important to provide high quality images with clear readable texts. Figures must be unique and produced by the authors in preparing their manuscripts. **If any image or artwork are taken from other sources, authors must have proper permission to use it in their text with proper intext citation.** A figure or image must be in line with the text. The title of the figure should be written just at the next line (below) of the figure. A figure (**Figure #**) should be mentioned in the writings before the figure appears in the manuscript. Figures should be numbered as, Figure 1:, Figure 2:, Figure 3:, ... etc. **It is a humble request to the authors to draw or produce any figure by using any drawing software. Please do not produce any figure in MS Word, or Excel. Make sure that the figure/image is in the image format (\*.jpeg, \*.bmp, \*.png, \*.tiff, etc.).** A note can be added with the figure title.

It is mandatory to use necessary texts to present X & Y axes, Legends, etc. To mention a figure, please use **“Figure #”** with the capital **‘F’** for the word **‘Figure’**. For example, Figure 1 presents the concept of Slant Path length ( $L_S$ ) as a function of Elevation angle ( $\vartheta$ ) and Rain height ( $H_r$ ) (Akhtaruzzaman *et al.*, 2020).

Figure title will start with **“Figure #:”** in bold italic with a clone (:). Rest of the title text will be in italic format (not bold). Figure and figure title must be aligned at the center position. Figure must be inserted **“in line with the text”**. Figure should not cross the boundary of the page margin. Style of the figure and figure title are presented below in bullets format.

- Font: Garamond
- Font size: 11
- Line spacing: Single
- Paragraph spacing: After 6
- Title heading (**Figure #**): Bold italic with a ‘?’
- Rest of the text: Italic, not bold
- Alignment: Center



**Figure 1:** Concept of Slant path and Slant path length ( $L_S$ ) as a function of Elevation angle ( $\theta$ ) and Rain height ( $H_r$ ), in designing a novel Link Budget calculator for Military X-Band Satellite communication (Akbartaruzzaman et al., 2020, pp. 23-39)

Note. Any notes related to the presented figure can be included here, if required.

**Tables:** Title of a table should be written just before (top) the table when it is presented. Table should be center aligned, fit with the window, and should not cross the page margin. Table should be “in line of the body text”. A table must be presented in table format, not in image or other. Font size of the table text (inside texts) could be 8 to 11 points depending on the requirements. **Font of the table head texts will be bold**, Garamond. Other texts inside the table will be normal (not bold), Garamond.

Table title will start with “**Table #?**” in bold italic format. Rest of the title text will be in italic case (not bold). Table numbering should be as **Table 1, Table 2, Table 3, Table 4, ...** etc. Line spacing is *single* and Paragraph spacing (after) **6 points**. Font will be, *Garamond 11 points, center aligned*.

**If any table or table data are taken from other sources, authors must have proper permission to use it in their text with proper intext citation.** A table must be mentioned before it appears in the manuscript. For example, Table 1

presents the export performance of Footwear Industry from Financial Year (FY) 2011 to FY 2017 (Haque, 2019).

Style of the table will be as presented in Table 1. There will be no vertical borders (no borders in left, right, or inside). The top and bottom border of table should be in double lined style. Bottom border of the first row (table heading) should be in single line border style. A table can include text, equations, and images if necessary. Immediate after the table, there should be a line for any relevant Note regarding the table (font Garamond, 11 points, italic, single line spacing, paragraph spacing (after) 6 points).

Background color of the first row (table heading) will be (Blue, Accent 1, Lighter 40%) selected from Shading under Table Design tab of the MS Word. Background of the alternative rows of the table body will be (Blue, Accent 1, Lighter 80%) also selected from Shading under Table Design tab of the MS Word. Other alternative rows background will be white (Darker 0%). Coloring of tables could vary depending on the suitability of the manuscript.

*Table 1: Export Performance of Footwear Industry (Haque, 2019)*

Financial Year (FY)	Export (\$ in Mn)	Growth (%)
2011 – 12	335.51	64.39
2012 – 13	419.32	24.98
2013 – 14	550.11	31.19
2014 – 15	673.27	22.39
2015 – 16	714.01	06.05
2016 – 17	787.00	09.26

*Note: The table and data are taken (as an example for this template) from the NDC JOURNAL, Vol. 18, December 2019, p. 84.*

**Equations:** Equations and formulae should be typed in Math-type (Equation format) and numbered consecutively with Arabic numerals in parentheses on the right aligned of the column (if referred to explicitly in the text). The equations should also be separated from the surrounding text by paragraph spacing 6 points. Each equation must be presented intext with proper explanation. If the equation is copied from other sources, proper intext citation should be presented. For example: Equation (1) presents the general equation of voltage divider rule (Akhtaruzzaman, 2019). As an example of this template, the Equation (1) is taken from an article of the 4<sup>th</sup> International Conference on Electrical Information and

Communication Technology (EICT), 20-22 December 2019, Khulna, Bangladesh. **All the terms of an equation must be presented/explained with proper definition.**

$$V_{Out} = \left( \frac{R_2}{R_1 + R_2} \right) V_{in} \quad (1)$$

In the above equation,  $V_{Out}$  is indicating voltage output and  $V_{in}$  is presenting the input voltage of a voltage-divider-circuit. Register ( $\Omega$ ) number 1 and 2 are presented by  $R_1$  and  $R_2$ .

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### **CONCLUSIONS (1<sup>st</sup> level heading)**

Author must present necessary concluding remarks of the study and analysis presented in the manuscript. Text under the acknowledgements should be same as the paragraph style of the manuscript.

### **ACKNOWLEDGEMENTS (1<sup>st</sup> level heading, left aligned)**

Authors must acknowledge any contribution, support, funding, or other at this section. Acknowledgements section heading is also considered as 1<sup>st</sup> level heading, thus follows the same style. The heading "ACKNOWLEDGEMENTS" will be left aligned. Text under the acknowledgements should be same as the paragraph style of the manuscript.

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For **references** and bibliographic information, *NDC E-JOURNAL* follows Harvard Format Citation Guide (<https://www.mendeley.com/guides/harvard-citation-guide#>). List the references at the end in **alphabetical order**.



Reference heading (1<sup>st</sup> level heading) must be **left aligned, bold, CAPITALIZED, Garamond, and font size 12**. List of the references should be styled as, Garamond, font size 11, line spacing single, paragraph spacing 6 (after paragraph). There should be no indentation but hanging at 0.25”.

Carefully check for completeness, accuracy, and consistency of the references. **Each reference must be cited in the main text** (please follow the “**Intext citation style**” below). Similarly, any referee cited in the text must be listed in this section. Please avoid too short or excessive referencing. **The references must be formatted correctly before submission.**

Only articles and abstracts that have been published or are in press or are available through public e-print/preprint servers, may be cited; unpublished abstracts, unpublished data and personal communications should not be included in the reference list. Please do not use endnote. Only use footnotes (explanatory notes) that would not detract from the text. To insert a footnote, subscript its number after the ending punctuation of the quotation/source paraphrase. Place all footnotes at the bottom of the page in which they appear. Obtaining permission to quote personal communications and unpublished data from the cited author(s) is the responsibility of the author. There should usually be no more than 50 references per article. Note that authenticated websites may be used as the reference with proper formatting style.

**Intext citation style:** “**Mitchell, Smith and Thomson (2017, p. 189) states...**” or “**(Mitchell, Coyne and Thomson, 2017, p. 189)**” style for one, two, or three authors. For four or more authors, please follow “**Mitchell et al (2017, p. 189) states...**” or “**(Mitchell et al, 2017, p. 189)**”. Citing multiple works in one parenthesis can be presented by using semicolons in between two references. To present multiple work of a same author, please use ‘a’, ‘b’, ‘c’, ... etc. just with the year, “**(Mitchell, 2017a, p. 189)**” or “**Mitchell (2017b, p. 189)**”. Citing different editions of the same work in one parenthesis, “**Mitchell (2010; 2017) states...**” or “**(Mitchell, 2010; 2017)**”. References with missing information and citing secondary sources are not encouraged by the *NDC E-JOURNAL*.

Below are some examples of most common types of documents’ reference styles which could be followed strictly while including references in a manuscript. **Do not categorize the references as in the examples below** (Books, Book chapters, Journal articles, Conference proceedings, Patent, Thesis, Internet documents, etc.)

#### **Books:**

Branford, A. and Coutts, L. (2015a), *The precious ring*, Walker Books Australia, Newtown, NSW.

Branford, A. and Coutts, L. (2015b), *The wishing seed*, Walker Books Australia, Newtown, NSW.

Mitchell, J.A., Coyne, K.S. and Thomson, M. (2017) *A guide to citation*. 3rd edn. London: London Publishing.

### **Book Chapters:**

Medley, D. M. (1983) 'Teacher effectiveness' in Mitzel, H. E. (ed.) *Encyclopedia of educational research*. New York: The Free Press, Vol. 4, pp. 1894-1903.

Troy B.N. (2015) 'Harvard citation rules' in Williams, S.T. (ed.) *A guide to citation rules*. New York: NY Publishers, pp. 34-89.

### **Journal Articles:**

Akhtaruzzaman, M., Bari, S. M. S., Hossain, S. A. and Rahman, M. M. (2020) Link Budget Analysis in Designing a Web-application Tool for Military X-Band Satellite Communication. *MIST International Journal of Science and Technology*, 8(June), pp. 23-39.

Haque, M.M.E. (2019) Bangladesh as a Global Footwear Sourcing Hub by 2030: Strategic Options. *National Defence College Journal*, 18(2), pp. 72-97.

Ruxton, C. (2016) Tea: Hydration and other health benefits. *Primary Health Care*, 26(8), 34-42. DOI:10.7748/phc2016.e1162

### **Conference Proceedings:**

Akhtaruzzaman, M. (2019) 'Prototype of a Force-Sensitive Smart Toothbrush'. Proceedings of 4<sup>th</sup> International Conference on Electrical Information and Communication Technology (EICT), December 20-22, Khulna, Bangladesh.

Rowling, L. (1993) 'Schools and grief: How does Australia compare to the United States?'. In Wandarnacoowar: Hidden grief. 8<sup>th</sup> National Conference of the National Association for Loss and Grief (Australia), Yeppoon, Queensland (pp. 196-201).

### **Patents:**

Irwin, M.D., Lovelace, J., and Mielczarek, K. (2018) Australian Patent No. AU 2018204249. Canberra, ACT: IP Australia.

### **Theses/Dissertations:**

Callaghan, S.J. (2018) The mechanics of front leg loading during cricket fast bowling: Delivery variations, spell demands, and the effects of strength training [Doctoral dissertation]. Perth, WA: Edith Cowan University.

Milnes, G.M. (1998) Adolescent depression: The use of generative instruction to increase rational beliefs and decrease irrational beliefs and depressed mood [Unpublished M. Appl. Psy. thesis]. Murdoch University.

### **Internet Documents:**

- Robinson, J, Bailey, E, Browne, V, Cox, G, and Hooper, C. (2016) Raising the bar for youth suicide prevention. Melbourne: Orygen, *The National Centre of Excellence in Youth Mental Health* [Online]. Available at: <https://www.orygen.org.au/Policy/Policy-Reports/Raising-the-bar-for-youth-suicide-prevention/orygen-Suicide-Prevention-Policy-Report?ext=>. (Accessed: June 13, 2020)
- WHO (2012) HEN synthesis report: *For which strategies of suicide prevention is there evidence of effectiveness?* [Online]. Available at: [https://www.euro.who.int/\\_\\_data/assets/pdf\\_file/0005/169466/E96630.pdf](https://www.euro.who.int/__data/assets/pdf_file/0005/169466/E96630.pdf) (Accessed: June 13, 2020)

### **AUTHORS (1<sup>st</sup> level heading, left aligned)**

**First A. Author, ndc, psc, (Name of the first author, bold, may include Military related information e.g. Rank, decorations)** (Style: Garamond, 11 point, single spacing, paragraph spacing 6 (after), First line tab: 0.25") received the B.Sc. degree in computer science and engineering (CSE) from XYZ University, Country-Name in 2005. He received the M. Sc. degree in mechatronics engineering (MCT) from ABC University, Country-Name in 2012. He was awarded a Ph.D. degree in engineering from ABC University, Country-Name in 2018.

He has published 43 scientific and non-scientific articles in modeling and control, robotics, mechatronics system design, and social science. His research interests include Modeling and control, Mechatronics system design, Military robotics, Rehabilitation engineering, Military science & technology, and Defence studies & security.

[Note: Authors are free to write an autobiography including military-related information/qualifications in multiple paragraphs if necessary (within 150 to 200 words). The last line will contain email address with the indication of Corresponding author as “\*”. The e-mail address should be in italic format as shown below.]

E-mail: *first\_author@gmail.com* (\* Corresponding author)

**Second B. Author (Name of the second author, bold, may include Military related information e.g. Rank, decorations)** (Style: Garamond, 11 point, single spacing, paragraph spacing 6 (after), First line tab: 0.25") received the B.Sc. degree in EEE from XYZ University, Country-Name in 2010. He received the M.Phil degree in EEE from ABC University, Country-Name in 2012. He was awarded a Ph.D. degree in Military Engineering from MNOP University, Country-Name in 2018.

He has published several scientific research articles in Defence, Security, and Social science. His research interests include Military science and Defence studies.

**[Note: Authors are free to write an autobiography including military-related information/qualifications in multiple paragraphs if necessary (within 150 to 200 words).** The last line will contain email address in italic format as shown below.]

E-mail: *second\_author@ndc.gov.bd*

**Third C. Author (Name of the third author, bold, may include Military related information e.g. Rank, decorations)** (Style: Garamond, 11 point, single spacing, paragraph spacing 6 (after), First line tab: 0.25") is a professor in National Defence College (NDC), Dhaka, Bangladesh. He received the B.Sc. degree in International Relation (IR) from XYZ University, Country-Name in 1992. He received the Masters degree in Law from XYZ University, Country-Name in 1995. He was awarded a Ph.D. degree in Laws and Ethics in War from ABC University, Country-Name in 2000.

He has published several research articles including Books, Book chapters, Journals, and Conferences. His research interests include Military science, Defence studies, Security, International conflicts, and Battel strategies.

**[Note: Authors are free to write an autobiography including military-related information/qualifications in multiple paragraphs if necessary (within 150 to 200 words).** The last line will contain email address in italic format as shown below.]

E-mail: *third\_author@ndc.gov.bd*