



Nepal Rastra Bank
Economic Research Department
Baluwatar, Kathmandu

Author Guidelines for NRB Economic Review

A. Background

1. NRB Economic Review is a bi-annual peer-reviewed Journal published in April and October by Economic Research Department of Nepal Rastra Bank (NRB).
2. Submission of a paper for the Journal will be taken to imply that it represents original work not previously published, and it is not being considered elsewhere for publication, and that if accepted for publication it will not be published anywhere without the consent of the Editorial Board.
3. Authors have the sole responsibility for the published manuscripts in the Journal.
4. This guideline for NRB Economic Review is available at
<https://www.nrb.org.np/contents/uploads/2022/09/Author-Guidelines-for-NRB-Economic-Review.pdf>

B. Submission Process

5. Authors should e-mail their manuscript along with data, and codes if any, to review@nrb.org.np. A separate sheet may be attached for data description and codes to ensure the replication of all the results in the paper.
6. Message in the email should include the name of author/s, their institutional affiliation, if any, with full detail, the title of the article, corresponding email, addresses and phone numbers of all author/s.
7. The author should also declare that the manuscript is original, not submitted elsewhere for publication while submitting the article.
8. The author should also self-declare that the manuscript is free of plagiarism.
9. The authors should adhere to research ethics.
10. The author(s) should follow this guidelines strictly.

C. Point to be considered while submitting the manuscript

11. The paper should provide the proper in-text citation and references.
12. Clarification and secondary details can be placed in footnotes.
13. The manuscript should be accompanied by an abstract not exceeding 300 words. The abstract should be in clear and compact form highlighting purpose, methodology, brief findings, conclusions and implications of the study.
14. The maximum length of a manuscript submission should be 10,000 words.
15. Articles should be submitted in Microsoft word (DOC, DOCX): Rich text format (RTF) without page break format.
16. Submitted manuscripts should be written in English, Times New Roman Font, paragraph justified, typed in double spacing with wide margins (1 Inch) on A4 size paper.

17. The title page should contain the title, the name, institutional affiliation(s), JEL classification, key words (between 5 to 10 words), full postal address, telephone/fax number and E-mail of each author, and, in the case of co-authorship indicate the corresponding author.
18. The author(s) should clearly mention if the article is provided grant or any type of financial support from any organization or institution and if there is any conflict of interest.
19. Headings must be descriptive and concise. Three levels of headings should be used as needed. Level 1 heading is the main heading that represents sections. A short description of a section is preferred after each Level 1 heading. Level 2 heading is a subheading of Level 1. Level 3 heading is a subheading of Level 2.

Level 1 heading: Centered, Bold, Capitalized, Font size: 14, Spacing: 8 points before and after, Line spacing: double

Level 2 heading: Left aligned, Bold, Title Case, Font size: 12, Spacing: 6 points before and after, Line spacing: double

Level 3 heading: Left aligned, Bold Italic, Title Case, Font size: 12, Spacing: 6 points before and after, Line spacing: double

Please avoid some common errors related to headings:

- (i) Avoid having only one subsection heading within a section
- (ii) Do not label Level 1 headings with numbers or letters

20. Included table in the text should have following features:

Table

- a. Use Arabic numerals for numbered sequence, for example, Table 1, Table 2, etc.
- b. Provide a succinct title not exceeding 12 words.
- c. Notes appear below the table as needed to describe contents of the table. Notes shall be written at the end of the table just above the source. Use Times New Roman font size between 8 and 12 for notes.
- d. Provide a table source in italic case at the end of the table unless the contents presented in the table do not belong to the Author.
- e. If datasets are too large and tables too are too wide in portrait view of A4 Size paper, table can be placed in landscape view or appendix.
- f. Regression output should be expressed in compact form and should not be directly copied from the software. It should mention the dependent and independent variable names briefly instead of abbreviations. Standard errors should be placed below the relevant coefficients and asterisks may be used to denote their statistical significance. The table should be properly formatted with just appropriate decimal points to avoid *false precision*. It should be self-contained using the detailed 'notes' beneath the table.
- g. Mathematical formulae should be written as editable text and not as images.

21. Included figures in the text should have following features:

Figures

- h. Use Arabic numerals in numbered sequence, for example, Figure 1, Figure 2, etc.
- i. Provide a succinct figure title not exceeding 12 words.
- j. If text appears in the image of the figure (e.g., axis labels), use Times New Roman font size between 8 and 12.

- k. A figure legend, or key, if present, should be positioned within the borders of the figure and explains any symbols used in the figure image.
- l. Figures that are informative and add value to readers shall only be included in the main body of the article, otherwise, placed them in Appendix.
- m. Notes appear below the figures as needed to describe contents of the figures that cannot be understood from the figure title or figure. Include figure notes only as needed. Notes shall be written at the end of the figure just above the source. Use Times New Roman font size between 8 and 12 for notes.
- n. Provide a figure source in italic case at the end of the figure unless the contents presented in the figures do not belong to Author.

D. Procedure of Listing Reference and Footnote

- 22. In-text citation and references shall follow the latest APA edition (currently 7th edition). Please refer to link attached herewith
<https://apastyle.apa.org/style-grammar-guidelines/references/examples>
<https://apastyle.apa.org/instructional-aids/reference-examples.pdf>
- 23. References should include only the list of articles or materials cited in the body of the article.
- 24. Footnotes to text should be numbered consecutively with superscript arithmetic numerals at the foot of each page. Footnotes to tables should be specified by superscript lower-case letters.

E. Review Process

- 25. Decision on the manuscripts will be based on a peer-review system, to be carried out in three steps:
 - a. Firstly, the Editorial Board of NRB will decide on the manuscript's submission based on the internal evaluation by anonymous experts within NRB. All individual reviewers submit their evaluation to the Editorial Board considering significance, methodology, contribution and quality of the manuscripts.
 - b. Secondly, after internal evaluation, the Editorial Board of NRB will recommend for further evaluation of the manuscript from outside anonymous reviewer through a double-blind peer review system.
 - c. Finally, the Editorial Board of NRB will decide to publish or not based on internal and external evaluation. Editorial Board of NRB can suggest for the revisions on the basis of recommendations made by the internal and external reviewers.
 - d. The Editorial Board of NRB reserves the right to publish and the decision about the paper accepted/rejected will be provided timely to the authors.