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Keywords: *readymade garment, employee, employee satisfaction, employee turnover, employee retention.*

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A Survey on the Factors Affecting Employee Turnover in the Readymade Garments of Bangladesh

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& Md. Shayekh Munir[¥]

Abstract- As an emerging and potential sector, RMG plays significant role in the development and sustainability of the economic sector of Bangladesh, which has been led by millions of manpower. This huge number of manpower is the driving force of this sectors in terms of productivity and hence in the achievement of the organizational goal. But now-a-days, it has been a significant challenge for any organization to retain their employee at work. Employee retention in the organization has become a baffling complication for all types of organization. Inadequate wage, violence in the workplace, safety issues of the workplace, unwilling overtime and not getting sufficient paid for overtime, lack of motivation, long working hours and night shift, not getting appreciation for their contribution, irregular increments and promotion, job insecurity and less scope for self-skill development are some leading reasons for the employee dissatisfaction which results in employee turnover. The survey we used selected questionnaires in order to find out the reasons for employee turnover. The results showed great impact of those facts on the job satisfaction, motivation and performance of the employee in the workplace. When the authorities concern and reflect on their needs, keep the employee more motivated and inspired, acknowledged their contribution in the workplace, then the employees are found to have positive attitude toward the organization and are more likely to stay in the organization.

Keywords: readymade garment, employee, employee satisfaction, employee turnover, employee retention.

I. INTRODUCTION

Bangladesh is a developing country with great potential in the textile sectors. The textile and clothing industries is the most significant source in the vastly growing economy of Bangladesh. Exporting of textiles and ready-made garments (RMGs) is the

principal source of foreign currency. According to the World Trade Organization (WTO), by 2002 exports of textiles, clothing, and ready-made garments (RMGs) accounted for 77% of Bangladesh's total merchandise exports^[1].

In 1972, the World Bank approximated the gross domestic product (GDP) of Bangladesh at USD 6.29 billion, in 2014, the GDP stood at USD 173.82 billion. In the last four decades the exporting grown by almost 27 times. Bangladesh's exports industry alone comprised USD 31.2 billion in FY 2014-15. Ready-made garments (RMGs) contribute 81.69% of it. After China, Bangladesh now holds the 2nd place in producing garments. It is expected that by the next five years, Bangladesh will become the largest ready-made garments manufacturer^[2]. The value of global garment industry is over \$1 trillion. Every year Bangladesh's garment industry fetches in revenue that worth \$22 billion dollars approximately. Ready-made garments (RMGs) already been come out as the biggest earner of foreign exchange. RMGs are the finished textile product from clothing factories and the *Bangladeshi RMG sector* is one of the fastest growing sectors in the Bangladeshi economy, with a growth rate of 55% from 2002 to 2012^[3]. This sector contributed significantly to the *GDP of Bangladesh*. Along with this significant contribution to the economy it also provides employment to around 4.2 million of workers, mainly women from low income families. In 2012 Bangladesh's garment exports – mainly to the US and Europe – made up nearly 80% of the country's export income^[4] among which the RMG industry represented 81.13% of Bangladesh's total export in 2014^[5]. With a population of about 170 million people the Bangladeshi garment sector employs approximately 3.5 million workers. Bangladesh is the second largest apparel manufacturer behind only China. There are over 5,000 garment factories in Bangladesh, employing approximately 4 million workers a year.

Productivity, profitability, employee satisfaction and various internal and external operating environment factors must be considered to withstand the potential

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and competitive global market. Along with this rising potential business of RMG sector, management of employees is one of the challenging practice for the human resource department of the respective organizations. Productivity and profitability, discipline of the sectors is highly related with employee satisfaction. This highly potential RMGs sectors of Bangladesh always been rattled with disputes and violent protest by the workers in recent time. Low wages, unsafe working environment, workers health, ergonomic hazards, chemical hazards, frequent accidents in the various factories and various other crisis are prone to employee turnover in the RMGs sectors of Bangladesh. Employee turnover reflects directly on the efficiency, productivity, profitability working environment of a factories.

The high probability of workers leaving is a key driver of low efficiency and leads to widespread refusals by factories to invest in the training of workers or creating a more safest environment. As the RMGs sector plays significant role in the growing economy of Bangladesh, retention of employees is of vital importance to maintain the harmony of this sectors. Many psychological and management strategy regarding the types of job content which is intrinsically satisfying to employees and which, in turn, should minimize external voluntary turnover. Business is about people. Therefore, it is vital to find out what motivates them, what inspires them, what incentivizes them, what satisfy them. There is a rapid growth of industrialization in Bangladesh. Most of the manufacturing companies in Bangladesh are labor-intensive, particularly the ready-made garment (RMG) industry^[9]. Therefore, the practice of human resource management (HRM) is of vital factor in labor intensive industry like RMG. Employees and technology are the backbone of any organization. Human resource management (HRM) plays important role by dealing with peoples working in an organization. HRM deals it by designing and coordinating various employee management activities^[10].

a) *Research Objectives*

This study involves the assessment of the impact of the various factors affecting on employee turnover, performance of employees and employee retention. The general objectives of this study are:

1. Finding out the possible reasons for employee turnover.
2. Assessment of the impact of those factors on the employee performance.
3. Assessment of the impact of those factors on employee retention.
4. Finding out the possible problems regarding employee turnover and minimizing the problems associated with employee turnover and retention.

In this survey we aimed to find out the plausible reason for employee turnover in the RMG sectors and impact of those factors on employee turnover and retention in the RMG sectors.

II. LITERATURE REVIEW

As a developing and emerging country, reduction of employee turnover and retention of employees are of the most significant practice for the highly potential RMGs sector of Bangladesh. Employee turnover is a significant drawback for this potential sector. Over the decade comparatively no significant researches have been performed to justify the worker's work satisfaction in the RMG sector in developing countries like Bangladesh. Worker performance and productivity is significantly dependent of their satisfaction. Adoption and implementation of properly organized supervision could be a significant factor between workers and its satisfactions. The significant reasons are insufficient wage, unprivileged benefits, pitiful communication, harsh work environment, insufficient motivation of the worker, lack of sufficient acknowledgement of their efforts, lack of fair attitude towards them, deficiency of job security, limited opportunities, better scope elsewhere, lack of interesting in work, lack of appreciation of their efforts, lack of appropriate practice of HRM, unable to adjust with organizational decorum, external factors, discrimination at work. All these reasons lead to the dissatisfaction of the employee towards the job and institutions.

Hossan, et.al defined worker satisfaction as workers overall effective state of mind resulting from an approval of all aspects of his work^[6]. When their expectations are being monitored and fulfilled their performance enhance statistically significantly. The attitude, responsibilities and roles of the workers towards work is a reflection of job satisfaction. Higher the satisfaction of the workers always exhibits positive attitude and responsibilities towards work and are less prone to turnover and vice versa^[7]. In order to anticipate strongly organized and strong management team for long term results proper incentives should be given according to the goals of business^[8]. The retention of employees could be more effective with the implementation of the career development plan for the employees by the organizations. These career development opportunities play significant role in preventing employees from leaving the organization and results in increasing the loyalty of the workers towards the organizations^[9]. An extensive study was conducted by Walton in which he has found and stated the reasons to be considered in order to understand about employee demands from the institutions are adequate and fair compensation, safe and healthy working

conditions, development of human competencies, growth and security, social integration for understanding quality of work life [10]. Ahmed and Hossain studied and stated that there is no significant safety observation has been conducted in the organizations, no significant investigation or veritable policy adopted by the RMGs owners. There is also lack of proper supervision regarding safety issues by the authorities responsible for safety work environment [11]. Many buildings have been converted and used as factories due to the significant expansion of the Readymade Garments (RMG) industry which were actually built for various other purposes rather than industry/factories. Random installation of factories and conversions of other buildings into garment factories most often performed as shortly as possible in the inexpensive way. This resulting in oblation of safety issues like electrical circuits, unstable buildings, inadequate escape routes and unsafe equipment [12]. Sufficient compensation, regular promotion and performance acknowledgement and evaluation impart positive impact on employee performance which deals with overall organizational performance [13]. Financial solvency and social status are being found to influence directly on the employee performance in labor intensive manufacturing industry. Proper HR practices in the respective organization significantly regulate employee's behavior and bring out positive attitudes towards organization which in turn helps in attaining organizational goals with reference to the Bangladesh with lower per capita income [14].

Organizational success is dependent on the proper HRM practice. The ability of individual can be significantly influenced by managers by motivating them. Retention of employees is very much important for the organizational goals. As a labor-intensive sector, the success of this sector is very much dependent on the satisfaction of the employee.

III. RESEARCH METHODOLOGY

This study is based on surveying the employees using different questionnaires to the workers working in different RMG factories.

a) Research Scheme

The scheme of this study is to collect data and explain the phenomena include. In this study both primary and secondary sources have been exploited to gather data. Various questionnaires which have exploited on the workers is the primary data source. Various text books, journals, published research and online references and report were the secondary data sources for this survey.

b) Target Population and Sample Size

The target population were the permanent workers in the various RMG industries. The study is a

representation of the entire RMG sectors in Bangladesh. About 120 were selected randomly from various industries for this survey which includes workers of different age, experience and levels among which there were 80 males and 40 female workers.

c) Data Collection Tools and Analysis Technique

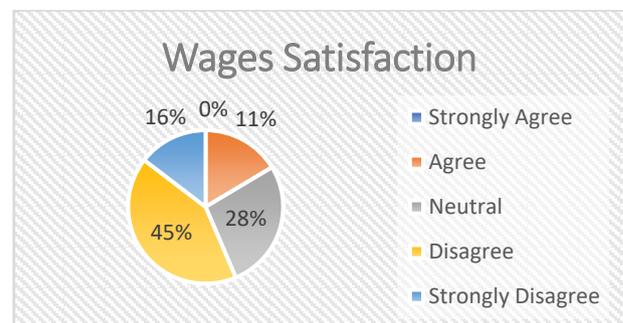
Questionnaires were the main instrument for data collection for this survey study. Questionnaire was used for collecting responses from the sample selected for the study. Basic simple analytical tools were used in the analysis the collected data. The collected data has been processed by using word processing software (MS Word). The collected data are represented in different analytical pie charts using percentage method.

IV. RESULTS AND DISCUSSION

We have taken ten parameters for our analysis and representation of the survey results. The scale of response on the questionnaire was from strongly agree, agree, neutral, disagree to strongly disagree which have been represented using pie chart.

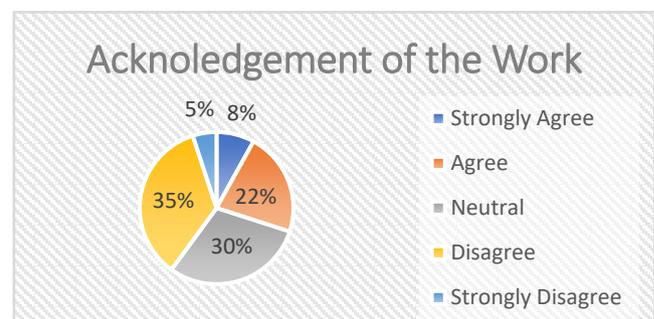
a) Wages

Salary provide by the organization is sufficient and compensate with my work. Strongly agree-0%, Agree-11%, Neutral-28%, Disagree-45%, Strongly disagree-16%.



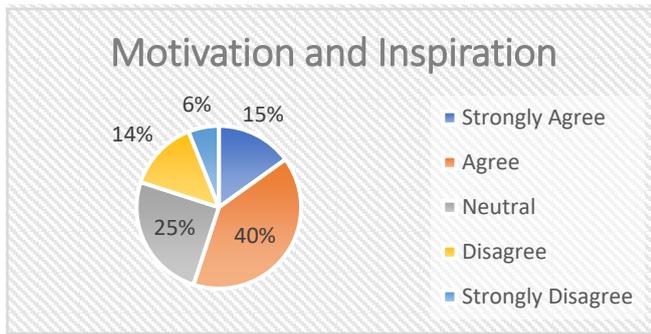
b) Acknowledgement of their work/Rewards of their effort

I am rewarded (monetarily and non-monetarily) for my good performance. Strongly agree-8%, Agree-22%, Neutral-30%, Disagree-35%, Strongly disagree-5%.



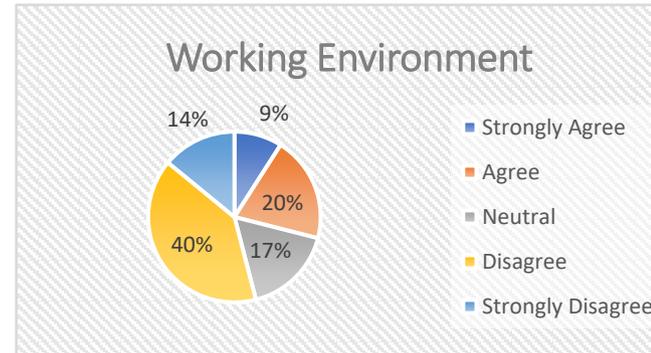
c) *Motivation*

I am motivated and inspired well by the management. Strongly agree-15%, Agree-40%, Neutral-25%, Disagree-14%, Strongly disagree-6%.



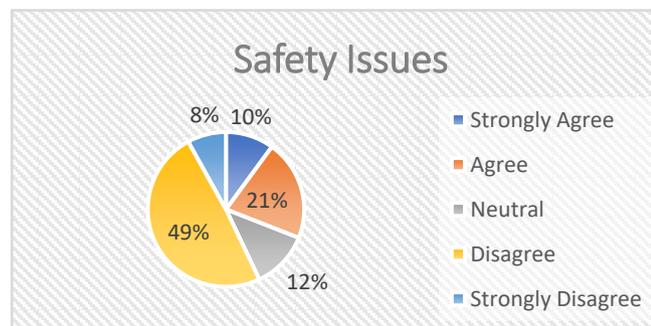
d) *Working Environment*

My working environment is friendly and supportive. Strongly agree-9%, Agree-20%, Neutral-17%, Disagree-40%, Strongly disagree-14%.



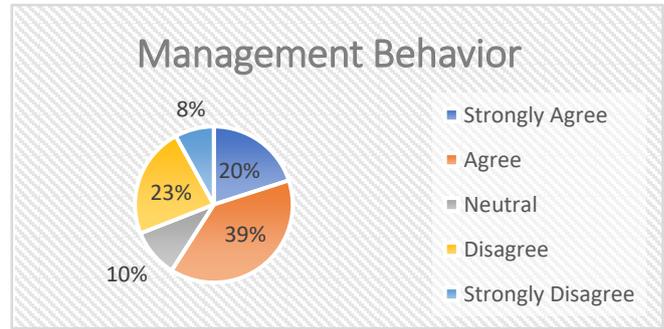
e) *Safety Issues*

My work place is safe and the safety issue is monitored and regulated by the authority regularly following safety rules and regulations. Strongly agree-10%, Agree-21%, Neutral-12%, Disagree-49%, Strongly disagree-8%.



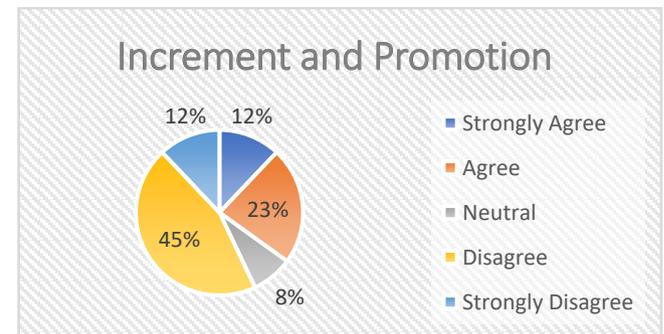
f) *Management Behavior*

I am satisfied with the management's behavior of my organization. Strongly agree-20%, Agree-39%, Neutral-10%, Disagree-23%, Strongly disagree-8%.



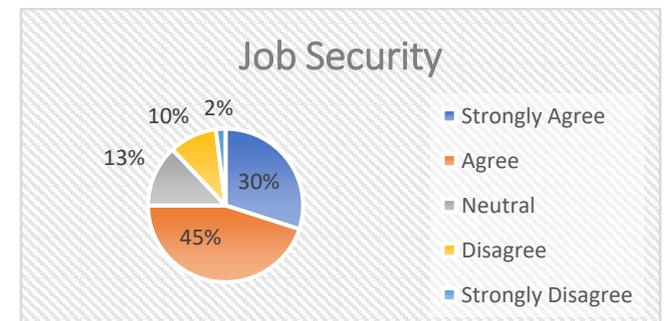
g) *Increment and Promotion*

I am rewarded by regular increment and promoted accordingly. Strongly agree-12%, Agree-23%, Neutral-8%, Disagree-45%, Strongly disagree-12%.



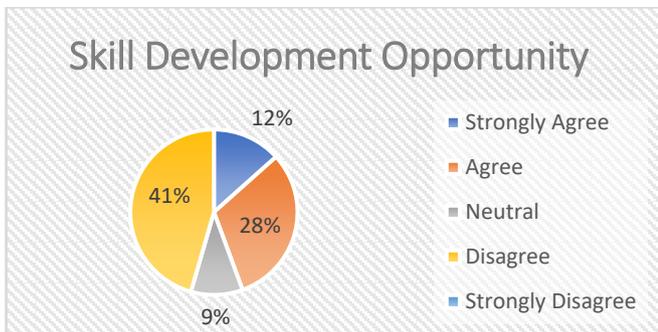
h) *Job Security*

I am concern about the security of my job and until get a secure job I am likely to find other jobs. Strongly agree-30%, Agree-45%, Neutral-13%, Disagree-10%, Strongly disagree-2%.



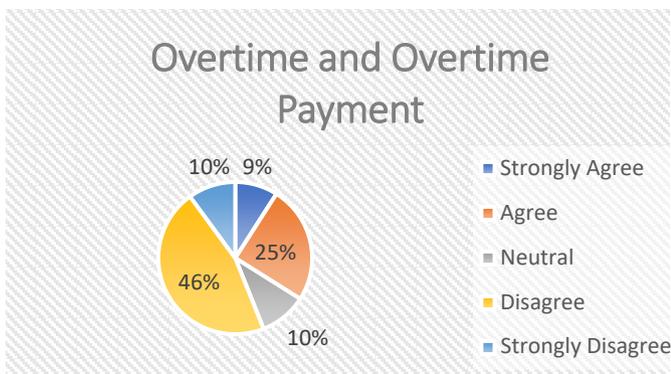
i) *Opportunities for Skill Development and Recreational Program*

I have adequate opportunity to develop my working skill and experience. Strongly agree-12%, Agree-28%, Neutral-9%, Disagree-41%, Strongly disagree-10%.



j) Overtime and Payment for Overtime

I have paid accordingly with the overtime. Strongly agree-9%, Agree-25%, Neutral-10%, Disagree-46%, Strongly disagree-10%.



V. CONCLUSION

In order to accomplish the organizational goals, it is very much significant for the organization to retain the employees. Employees are the backbone of the production industries. Therefore, their retention is significantly influence the organizational goals. As an emerging sector of our country all the authorities should pay close attention to readymade garments to understand the factors which are influencing the workers. They should pay more attention on the workers satisfaction, find out their problems and try to minimize them, they should consider about rewarding them for their contribution and they should also let the workers participate in sharing their view regarding the organization. Try to solve wages dilemma, keep eye on the sanitary working environment, work place safety issues etc. Overlooking these will led to the less working efficiency of the workers. Regular wages and occasional bonus and also profit sharing to the employees, fair and regular increment policy, appropriate promotional policy could be significant source of competitive benefits for any organization from our view point. This could help them in retaining their best talent with them for their long run success.

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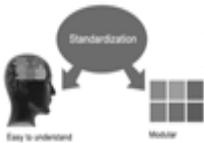
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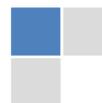
- In addition to above, if one is single author, then entitled to 40% discount on publishing research paper and can get 10% discount if one is co-author or main author among group of authors.
- The Fellow can organize symposium/seminar/conference on behalf of Global Journals Incorporation (USA) and he/she can also attend the same organized by other institutes on behalf of Global Journals.
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- • This individual has learned the basic methods of applying those concepts and techniques to common challenging situations. This individual has further demonstrated an in-depth understanding of the application of suitable techniques to a particular area of research practice.

Note :

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- In future, if the board feels the necessity to change any board member, the same can be done with the consent of the chairperson along with anyone board member without our approval.
- In case, the chairperson needs to be replaced then consent of 2/3rd board members are required and they are also required to jointly pass the resolution copy of which should be sent to us. In such case, it will be compulsory to obtain our approval before replacement.
- In case of “Difference of Opinion [if any]” among the Board members, our decision will be final and binding to everyone.

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PREFERRED AUTHOR GUIDELINES

We accept the manuscript submissions in any standard (generic) format.

We typeset manuscripts using advanced typesetting tools like Adobe In Design, CorelDraw, TeXnicCenter, and TeXStudio. We usually recommend authors submit their research using any standard format they are comfortable with, and let Global Journals do the rest.

Alternatively, you can download our basic template from <https://globaljournals.org/Template.zip>

Authors should submit their complete paper/article, including text illustrations, graphics, conclusions, artwork, and tables. Authors who are not able to submit manuscript using the form above can email the manuscript department at submit@globaljournals.org or get in touch with chiefeditor@globaljournals.org if they wish to send the abstract before submission.

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Authors must ensure the information provided during the submission of a paper is authentic. Please go through the following checklist before submitting:

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2. Authors must accept the privacy policy, terms, and conditions of Global Journals.
3. Ensure corresponding author's email address and postal address are accurate and reachable.
4. Manuscript to be submitted must include keywords, an abstract, a paper title, co-author(s) names and details (email address, name, phone number, and institution), figures and illustrations in vector format including appropriate captions, tables, including titles and footnotes, a conclusion, results, acknowledgments and references.
5. Authors should submit paper in a ZIP archive if any supplementary files are required along with the paper.
6. Proper permissions must be acquired for the use of any copyrighted material.
7. Manuscript submitted *must not have been submitted or published elsewhere* and all authors must be aware of the submission.

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- Words (language)
- Ideas
- Findings
- Writings
- Diagrams
- Graphs
- Illustrations
- Lectures



- Printed material
- Graphic representations
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- Electronic material
- Any other original work

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3. Final approval of the version of the paper to be published.

Changes in Authorship

The corresponding author should mention the name and complete details of all co-authors during submission and in manuscript. We support addition, rearrangement, manipulation, and deletions in authors list till the early view publication of the journal. We expect that corresponding author will notify all co-authors of submission. We follow COPE guidelines for changes in authorship.

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Unless specified in the notification, the Editorial Board's decision on publication of the paper is final and cannot be appealed before making the major change in the manuscript.

Acknowledgments

Contributors to the research other than authors credited should be mentioned in Acknowledgments. The source of funding for the research can be included. Suppliers of resources may be mentioned along with their addresses.

Declaration of funding sources

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PREPARING YOUR MANUSCRIPT

Authors can submit papers and articles in an acceptable file format: MS Word (doc, docx), LaTeX (.tex, .zip or .rar including all of your files), Adobe PDF (.pdf), rich text format (.rtf), simple text document (.txt), Open Document Text (.odt), and Apple Pages (.pages). Our professional layout editors will format the entire paper according to our official guidelines. This is one of the highlights of publishing with Global Journals—authors should not be concerned about the formatting of their paper. Global Journals accepts articles and manuscripts in every major language, be it Spanish, Chinese, Japanese, Portuguese, Russian, French, German, Dutch, Italian, Greek, or any other national language, but the title, subtitle, and abstract should be in English. This will facilitate indexing and the pre-peer review process.

The following is the official style and template developed for publication of a research paper. Authors are not required to follow this style during the submission of the paper. It is just for reference purposes.



Manuscript Style Instruction (Optional)

- Microsoft Word Document Setting Instructions.
- Font type of all text should be Swis721 Lt BT.
- Page size: 8.27" x 11", left margin: 0.65, right margin: 0.65, bottom margin: 0.75.
- Paper title should be in one column of font size 24.
- Author name in font size of 11 in one column.
- Abstract: font size 9 with the word "Abstract" in bold italics.
- Main text: font size 10 with two justified columns.
- Two columns with equal column width of 3.38 and spacing of 0.2.
- First character must be three lines drop-capped.
- The paragraph before spacing of 1 pt and after of 0 pt.
- Line spacing of 1 pt.
- Large images must be in one column.
- The names of first main headings (Heading 1) must be in Roman font, capital letters, and font size of 10.
- The names of second main headings (Heading 2) must not include numbers and must be in italics with a font size of 10.

Structure and Format of Manuscript

The recommended size of an original research paper is under 15,000 words and review papers under 7,000 words. Research articles should be less than 10,000 words. Research papers are usually longer than review papers. Review papers are reports of significant research (typically less than 7,000 words, including tables, figures, and references)

A research paper must include:

- a) A title which should be relevant to the theme of the paper.
- b) A summary, known as an abstract (less than 150 words), containing the major results and conclusions.
- c) Up to 10 keywords that precisely identify the paper's subject, purpose, and focus.
- d) An introduction, giving fundamental background objectives.
- e) Resources and techniques with sufficient complete experimental details (wherever possible by reference) to permit repetition, sources of information must be given, and numerical methods must be specified by reference.
- f) Results which should be presented concisely by well-designed tables and figures.
- g) Suitable statistical data should also be given.
- h) All data must have been gathered with attention to numerical detail in the planning stage.

Design has been recognized to be essential to experiments for a considerable time, and the editor has decided that any paper that appears not to have adequate numerical treatments of the data will be returned unrefereed.

- i) Discussion should cover implications and consequences and not just recapitulate the results; conclusions should also be summarized.
- j) There should be brief acknowledgments.
- k) There ought to be references in the conventional format. Global Journals recommends APA format.

Authors should carefully consider the preparation of papers to ensure that they communicate effectively. Papers are much more likely to be accepted if they are carefully designed and laid out, contain few or no errors, are summarizing, and follow instructions. They will also be published with much fewer delays than those that require much technical and editorial correction.

The Editorial Board reserves the right to make literary corrections and suggestions to improve brevity.

FORMAT STRUCTURE

It is necessary that authors take care in submitting a manuscript that is written in simple language and adheres to published guidelines.

All manuscripts submitted to Global Journals should include:

Title

The title page must carry an informative title that reflects the content, a running title (less than 45 characters together with spaces), names of the authors and co-authors, and the place(s) where the work was carried out.

Author details

The full postal address of any related author(s) must be specified.

Abstract

The abstract is the foundation of the research paper. It should be clear and concise and must contain the objective of the paper and inferences drawn. It is advised to not include big mathematical equations or complicated jargon.

Many researchers searching for information online will use search engines such as Google, Yahoo or others. By optimizing your paper for search engines, you will amplify the chance of someone finding it. In turn, this will make it more likely to be viewed and cited in further works. Global Journals has compiled these guidelines to facilitate you to maximize the web-friendliness of the most public part of your paper.

Keywords

A major lynchpin of research work for the writing of research papers is the keyword search, which one will employ to find both library and internet resources. Up to eleven keywords or very brief phrases have to be given to help data retrieval, mining, and indexing.

One must be persistent and creative in using keywords. An effective keyword search requires a strategy: planning of a list of possible keywords and phrases to try.

Choice of the main keywords is the first tool of writing a research paper. Research paper writing is an art. Keyword search should be as strategic as possible.

One should start brainstorming lists of potential keywords before even beginning searching. Think about the most important concepts related to research work. Ask, "What words would a source have to include to be truly valuable in a research paper?" Then consider synonyms for the important words.

It may take the discovery of only one important paper to steer in the right keyword direction because, in most databases, the keywords under which a research paper is abstracted are listed with the paper.

Numerical Methods

Numerical methods used should be transparent and, where appropriate, supported by references.

Abbreviations

Authors must list all the abbreviations used in the paper at the end of the paper or in a separate table before using them.

Formulas and equations

Authors are advised to submit any mathematical equation using either MathJax, KaTeX, or LaTeX, or in a very high-quality image.

Tables, Figures, and Figure Legends

Tables: Tables should be cautiously designed, uncrowned, and include only essential data. Each must have an Arabic number, e.g., Table 4, a self-explanatory caption, and be on a separate sheet. Authors must submit tables in an editable format and not as images. References to these tables (if any) must be mentioned accurately.



Figures

Figures are supposed to be submitted as separate files. Always include a citation in the text for each figure using Arabic numbers, e.g., Fig. 4. Artwork must be submitted online in vector electronic form or by emailing it.

PREPARATION OF ELETRONIC FIGURES FOR PUBLICATION

Although low-quality images are sufficient for review purposes, print publication requires high-quality images to prevent the final product being blurred or fuzzy. Submit (possibly by e-mail) EPS (line art) or TIFF (halftone/ photographs) files only. MS PowerPoint and Word Graphics are unsuitable for printed pictures. Avoid using pixel-oriented software. Scans (TIFF only) should have a resolution of at least 350 dpi (halftone) or 700 to 1100 dpi (line drawings). Please give the data for figures in black and white or submit a Color Work Agreement form. EPS files must be saved with fonts embedded (and with a TIFF preview, if possible).

For scanned images, the scanning resolution at final image size ought to be as follows to ensure good reproduction: line art: >650 dpi; halftones (including gel photographs): >350 dpi; figures containing both halftone and line images: >650 dpi.

Color charges: Authors are advised to pay the full cost for the reproduction of their color artwork. Hence, please note that if there is color artwork in your manuscript when it is accepted for publication, we would require you to complete and return a Color Work Agreement form before your paper can be published. Also, you can email your editor to remove the color fee after acceptance of the paper.

TIPS FOR WRITING A GOOD QUALITY ENGINEERING RESEARCH PAPER

Techniques for writing a good quality engineering research paper:

1. Choosing the topic: In most cases, the topic is selected by the interests of the author, but it can also be suggested by the guides. You can have several topics, and then judge which you are most comfortable with. This may be done by asking several questions of yourself, like "Will I be able to carry out a search in this area? Will I find all necessary resources to accomplish the search? Will I be able to find all information in this field area?" If the answer to this type of question is "yes," then you ought to choose that topic. In most cases, you may have to conduct surveys and visit several places. Also, you might have to do a lot of work to find all the rises and falls of the various data on that subject. Sometimes, detailed information plays a vital role, instead of short information. Evaluators are human: The first thing to remember is that evaluators are also human beings. They are not only meant for rejecting a paper. They are here to evaluate your paper. So present your best aspect.

2. Think like evaluators: If you are in confusion or getting demotivated because your paper may not be accepted by the evaluators, then think, and try to evaluate your paper like an evaluator. Try to understand what an evaluator wants in your research paper, and you will automatically have your answer. Make blueprints of paper: The outline is the plan or framework that will help you to arrange your thoughts. It will make your paper logical. But remember that all points of your outline must be related to the topic you have chosen.

3. Ask your guides: If you are having any difficulty with your research, then do not hesitate to share your difficulty with your guide (if you have one). They will surely help you out and resolve your doubts. If you can't clarify what exactly you require for your work, then ask your supervisor to help you with an alternative. He or she might also provide you with a list of essential readings.

4. Use of computer is recommended: As you are doing research in the field of research engineering then this point is quite obvious. Use right software: Always use good quality software packages. If you are not capable of judging good software, then you can lose the quality of your paper unknowingly. There are various programs available to help you which you can get through the internet.

5. Use the internet for help: An excellent start for your paper is using Google. It is a wondrous search engine, where you can have your doubts resolved. You may also read some answers for the frequent question of how to write your research paper or find a model research paper. You can download books from the internet. If you have all the required books, place importance on reading, selecting, and analyzing the specified information. Then sketch out your research paper. Use big pictures: You may use encyclopedias like Wikipedia to get pictures with the best resolution. At Global Journals, you should strictly follow here.



6. Bookmarks are useful: When you read any book or magazine, you generally use bookmarks, right? It is a good habit which helps to not lose your continuity. You should always use bookmarks while searching on the internet also, which will make your search easier.

7. Revise what you wrote: When you write anything, always read it, summarize it, and then finalize it.

8. Make every effort: Make every effort to mention what you are going to write in your paper. That means always have a good start. Try to mention everything in the introduction—what is the need for a particular research paper. Polish your work with good writing skills and always give an evaluator what he wants. Make backups: When you are going to do any important thing like making a research paper, you should always have backup copies of it either on your computer or on paper. This protects you from losing any portion of your important data.

9. Produce good diagrams of your own: Always try to include good charts or diagrams in your paper to improve quality. Using several unnecessary diagrams will degrade the quality of your paper by creating a hodgepodge. So always try to include diagrams which were made by you to improve the readability of your paper. Use of direct quotes: When you do research relevant to literature, history, or current affairs, then use of quotes becomes essential, but if the study is relevant to science, use of quotes is not preferable.

10. Use proper verb tense: Use proper verb tenses in your paper. Use past tense to present those events that have happened. Use present tense to indicate events that are going on. Use future tense to indicate events that will happen in the future. Use of wrong tenses will confuse the evaluator. Avoid sentences that are incomplete.

11. Pick a good study spot: Always try to pick a spot for your research which is quiet. Not every spot is good for studying.

12. Know what you know: Always try to know what you know by making objectives, otherwise you will be confused and unable to achieve your target.

13. Use good grammar: Always use good grammar and words that will have a positive impact on the evaluator; use of good vocabulary does not mean using tough words which the evaluator has to find in a dictionary. Do not fragment sentences. Eliminate one-word sentences. Do not ever use a big word when a smaller one would suffice.

Verbs have to be in agreement with their subjects. In a research paper, do not start sentences with conjunctions or finish them with prepositions. When writing formally, it is advisable to never split an infinitive because someone will (wrongly) complain. Avoid clichés like a disease. Always shun irritating alliteration. Use language which is simple and straightforward. Put together a neat summary.

14. Arrangement of information: Each section of the main body should start with an opening sentence, and there should be a changeover at the end of the section. Give only valid and powerful arguments for your topic. You may also maintain your arguments with records.

15. Never start at the last minute: Always allow enough time for research work. Leaving everything to the last minute will degrade your paper and spoil your work.

16. Multitasking in research is not good: Doing several things at the same time is a bad habit in the case of research activity. Research is an area where everything has a particular time slot. Divide your research work into parts, and do a particular part in a particular time slot.

17. Never copy others' work: Never copy others' work and give it your name because if the evaluator has seen it anywhere, you will be in trouble. Take proper rest and food: No matter how many hours you spend on your research activity, if you are not taking care of your health, then all your efforts will have been in vain. For quality research, take proper rest and food.

18. Go to seminars: Attend seminars if the topic is relevant to your research area. Utilize all your resources.

19. Refresh your mind after intervals: Try to give your mind a rest by listening to soft music or sleeping in intervals. This will also improve your memory. Acquire colleagues: Always try to acquire colleagues. No matter how sharp you are, if you acquire colleagues, they can give you ideas which will be helpful to your research.

20. Think technically: Always think technically. If anything happens, search for its reasons, benefits, and demerits. Think and then print: When you go to print your paper, check that tables are not split, headings are not detached from their descriptions, and page sequence is maintained.



21. Adding unnecessary information: Do not add unnecessary information like "I have used MS Excel to draw graphs." Irrelevant and inappropriate material is superfluous. Foreign terminology and phrases are not apropos. One should never take a broad view. Analogy is like feathers on a snake. Use words properly, regardless of how others use them. Remove quotations. Puns are for kids, not grunt readers. Never oversimplify: When adding material to your research paper, never go for oversimplification; this will definitely irritate the evaluator. Be specific. Never use rhythmic redundancies. Contractions shouldn't be used in a research paper. Comparisons are as terrible as clichés. Give up ampersands, abbreviations, and so on. Remove commas that are not necessary. Parenthetical words should be between brackets or commas. Understatement is always the best way to put forward earth-shaking thoughts. Give a detailed literary review.

22. Report concluded results: Use concluded results. From raw data, filter the results, and then conclude your studies based on measurements and observations taken. An appropriate number of decimal places should be used. Parenthetical remarks are prohibited here. Proofread carefully at the final stage. At the end, give an outline to your arguments. Spot perspectives of further study of the subject. Justify your conclusion at the bottom sufficiently, which will probably include examples.

23. Upon conclusion: Once you have concluded your research, the next most important step is to present your findings. Presentation is extremely important as it is the definite medium through which your research is going to be in print for the rest of the crowd. Care should be taken to categorize your thoughts well and present them in a logical and neat manner. A good quality research paper format is essential because it serves to highlight your research paper and bring to light all necessary aspects of your research.

INFORMAL GUIDELINES OF RESEARCH PAPER WRITING

Key points to remember:

- Submit all work in its final form.
- Write your paper in the form which is presented in the guidelines using the template.
- Please note the criteria peer reviewers will use for grading the final paper.

Final points:

One purpose of organizing a research paper is to let people interpret your efforts selectively. The journal requires the following sections, submitted in the order listed, with each section starting on a new page:

The introduction: This will be compiled from reference matter and reflect the design processes or outline of basis that directed you to make a study. As you carry out the process of study, the method and process section will be constructed like that. The results segment will show related statistics in nearly sequential order and direct reviewers to similar intellectual paths throughout the data that you gathered to carry out your study.

The discussion section:

This will provide understanding of the data and projections as to the implications of the results. The use of good quality references throughout the paper will give the effort trustworthiness by representing an alertness to prior workings.

Writing a research paper is not an easy job, no matter how trouble-free the actual research or concept. Practice, excellent preparation, and controlled record-keeping are the only means to make straightforward progression.

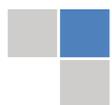
General style:

Specific editorial column necessities for compliance of a manuscript will always take over from directions in these general guidelines.

To make a paper clear: Adhere to recommended page limits.

Mistakes to avoid:

- Insertion of a title at the foot of a page with subsequent text on the next page.
- Separating a table, chart, or figure—confine each to a single page.
- Submitting a manuscript with pages out of sequence.
- In every section of your document, use standard writing style, including articles ("a" and "the").
- Keep paying attention to the topic of the paper.



- Use paragraphs to split each significant point (excluding the abstract).
- Align the primary line of each section.
- Present your points in sound order.
- Use present tense to report well-accepted matters.
- Use past tense to describe specific results.
- Do not use familiar wording; don't address the reviewer directly. Don't use slang or superlatives.
- Avoid use of extra pictures—include only those figures essential to presenting results.

Title page:

Choose a revealing title. It should be short and include the name(s) and address(es) of all authors. It should not have acronyms or abbreviations or exceed two printed lines.

Abstract: This summary should be two hundred words or less. It should clearly and briefly explain the key findings reported in the manuscript and must have precise statistics. It should not have acronyms or abbreviations. It should be logical in itself. Do not cite references at this point.

An abstract is a brief, distinct paragraph summary of finished work or work in development. In a minute or less, a reviewer can be taught the foundation behind the study, common approaches to the problem, relevant results, and significant conclusions or new questions.

Write your summary when your paper is completed because how can you write the summary of anything which is not yet written? Wealth of terminology is very essential in abstract. Use comprehensive sentences, and do not sacrifice readability for brevity; you can maintain it succinctly by phrasing sentences so that they provide more than a lone rationale. The author can at this moment go straight to shortening the outcome. Sum up the study with the subsequent elements in any summary. Try to limit the initial two items to no more than one line each.

Reason for writing the article—theory, overall issue, purpose.

- Fundamental goal.
- To-the-point depiction of the research.
- Consequences, including definite statistics—if the consequences are quantitative in nature, account for this; results of any numerical analysis should be reported. Significant conclusions or questions that emerge from the research.

Approach:

- Single section and succinct.
- An outline of the job done is always written in past tense.
- Concentrate on shortening results—limit background information to a verdict or two.
- Exact spelling, clarity of sentences and phrases, and appropriate reporting of quantities (proper units, important statistics) are just as significant in an abstract as they are anywhere else.

Introduction:

The introduction should "introduce" the manuscript. The reviewer should be presented with sufficient background information to be capable of comprehending and calculating the purpose of your study without having to refer to other works. The basis for the study should be offered. Give the most important references, but avoid making a comprehensive appraisal of the topic. Describe the problem visibly. If the problem is not acknowledged in a logical, reasonable way, the reviewer will give no attention to your results. Speak in common terms about techniques used to explain the problem, if needed, but do not present any particulars about the protocols here.

The following approach can create a valuable beginning:

- Explain the value (significance) of the study.
- Defend the model—why did you employ this particular system or method? What is its compensation? Remark upon its appropriateness from an abstract point of view as well as pointing out sensible reasons for using it.
- Present a justification. State your particular theory(-ies) or aim(s), and describe the logic that led you to choose them.
- Briefly explain the study's tentative purpose and how it meets the declared objectives.



Approach:

Use past tense except for when referring to recognized facts. After all, the manuscript will be submitted after the entire job is done. Sort out your thoughts; manufacture one key point for every section. If you make the four points listed above, you will need at least four paragraphs. Present surrounding information only when it is necessary to support a situation. The reviewer does not desire to read everything you know about a topic. Shape the theory specifically—do not take a broad view.

As always, give awareness to spelling, simplicity, and correctness of sentences and phrases.

Procedures (methods and materials):

This part is supposed to be the easiest to carve if you have good skills. A soundly written procedures segment allows a capable scientist to replicate your results. Present precise information about your supplies. The suppliers and clarity of reagents can be helpful bits of information. Present methods in sequential order, but linked methodologies can be grouped as a segment. Be concise when relating the protocols. Attempt to give the least amount of information that would permit another capable scientist to replicate your outcome, but be cautious that vital information is integrated. The use of subheadings is suggested and ought to be synchronized with the results section.

When a technique is used that has been well-described in another section, mention the specific item describing the way, but draw the basic principle while stating the situation. The purpose is to show all particular resources and broad procedures so that another person may use some or all of the methods in one more study or referee the scientific value of your work. It is not to be a step-by-step report of the whole thing you did, nor is a methods section a set of orders.

Materials:

Materials may be reported in part of a section or else they may be recognized along with your measures.

Methods:

- Report the method and not the particulars of each process that engaged the same methodology.
- Describe the method entirely.
- To be succinct, present methods under headings dedicated to specific dealings or groups of measures.
- Simplify—detail how procedures were completed, not how they were performed on a particular day.
- If well-known procedures were used, account for the procedure by name, possibly with a reference, and that's all.

Approach:

It is embarrassing to use vigorous voice when documenting methods without using first person, which would focus the reviewer's interest on the researcher rather than the job. As a result, when writing up the methods, most authors use third person passive voice.

Use standard style in this and every other part of the paper—avoid familiar lists, and use full sentences.

What to keep away from:

- Resources and methods are not a set of information.
- Skip all descriptive information and surroundings—save it for the argument.
- Leave out information that is immaterial to a third party.

Results:

The principle of a results segment is to present and demonstrate your conclusion. Create this part as entirely objective details of the outcome, and save all understanding for the discussion.

The page length of this segment is set by the sum and types of data to be reported. Use statistics and tables, if suitable, to present consequences most efficiently.

You must clearly differentiate material which would usually be incorporated in a study editorial from any unprocessed data or additional appendix matter that would not be available. In fact, such matters should not be submitted at all except if requested by the instructor.



Content:

- Sum up your conclusions in text and demonstrate them, if suitable, with figures and tables.
- In the manuscript, explain each of your consequences, and point the reader to remarks that are most appropriate.
- Present a background, such as by describing the question that was addressed by creation of an exacting study.
- Explain results of control experiments and give remarks that are not accessible in a prescribed figure or table, if appropriate.
- Examine your data, then prepare the analyzed (transformed) data in the form of a figure (graph), table, or manuscript.

What to stay away from:

- Do not discuss or infer your outcome, report surrounding information, or try to explain anything.
- Do not include raw data or intermediate calculations in a research manuscript.
- Do not present similar data more than once.
- A manuscript should complement any figures or tables, not duplicate information.
- Never confuse figures with tables—there is a difference.

Approach:

As always, use past tense when you submit your results, and put the whole thing in a reasonable order.

Put figures and tables, appropriately numbered, in order at the end of the report.

If you desire, you may place your figures and tables properly within the text of your results section.

Figures and tables:

If you put figures and tables at the end of some details, make certain that they are visibly distinguished from any attached appendix materials, such as raw facts. Whatever the position, each table must be titled, numbered one after the other, and include a heading. All figures and tables must be divided from the text.

Discussion:

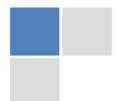
The discussion is expected to be the trickiest segment to write. A lot of papers submitted to the journal are discarded based on problems with the discussion. There is no rule for how long an argument should be.

Position your understanding of the outcome visibly to lead the reviewer through your conclusions, and then finish the paper with a summing up of the implications of the study. The purpose here is to offer an understanding of your results and support all of your conclusions, using facts from your research and generally accepted information, if suitable. The implication of results should be fully described.

Infer your data in the conversation in suitable depth. This means that when you clarify an observable fact, you must explain mechanisms that may account for the observation. If your results vary from your prospect, make clear why that may have happened. If your results agree, then explain the theory that the proof supported. It is never suitable to just state that the data approved the prospect, and let it drop at that. Make a decision as to whether each premise is supported or discarded or if you cannot make a conclusion with assurance. Do not just dismiss a study or part of a study as "uncertain."

Research papers are not acknowledged if the work is imperfect. Draw what conclusions you can based upon the results that you have, and take care of the study as a finished work.

- You may propose future guidelines, such as how an experiment might be personalized to accomplish a new idea.
- Give details of all of your remarks as much as possible, focusing on mechanisms.
- Make a decision as to whether the tentative design sufficiently addressed the theory and whether or not it was correctly restricted. Try to present substitute explanations if they are sensible alternatives.
- One piece of research will not counter an overall question, so maintain the large picture in mind. Where do you go next? The best studies unlock new avenues of study. What questions remain?
- Recommendations for detailed papers will offer supplementary suggestions.



Approach:

When you refer to information, differentiate data generated by your own studies from other available information. Present work done by specific persons (including you) in past tense.

Describe generally acknowledged facts and main beliefs in present tense.

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<i>Result</i>	Well organized, Clear and specific, Correct units with precision, correct data, well structuring of paragraph, no grammar and spelling mistake	Complete and embarrassed text, difficult to comprehend	Irregular format with wrong facts and figures
<i>Discussion</i>	Well organized, meaningful specification, sound conclusion, logical and concise explanation, highly structured paragraph reference cited	Wordy, unclear conclusion, spurious	Conclusion is not cited, unorganized, difficult to comprehend
<i>References</i>	Complete and correct format, well organized	Beside the point, Incomplete	Wrong format and structuring



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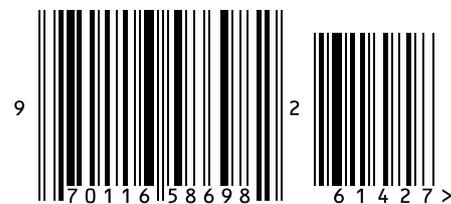
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