

## SUBMISSION GUIDELINES GCBER 2023

### 1. Submission

The contents of the manuscripts shall be the sole responsibility of the authors. The following are the submission guidelines:

- The submission manuscript is through Google Form **GCBER2023** (<https://forms.gle/6umLCsioKVR2UomB6>).
- After passing desk reviewing process by the Paper Committee, the Authors will be informed through email that manuscript has accepted for GCBER.
- Final responsibility for the selection and acceptance of manuscripts for publication rests with the Paper Committee.

### 2. Conference Fee

Once your manuscript has been accepted, please click this link (<https://forms.gle/pUp8e597Vb82kjbD9>) to make payment.

Participant Type	Price
Local Presenter	RM1,000
International Presenter	US300
Local Student Presenter	RM500
Participant/Attendee (Non-Presenter)	RM200

### 3. Manuscript Structure

Manuscripts should be divided into headed sections (Introduction, Review of Literature, Research Methodology, Results and Discussion and Conclusions) but should not be numbered. The left-hand side margin for the manuscripts should be 4cm. The manuscript should be formatted in one column format with double line spacing throughout. The text and references should be checked thoroughly for errors before submission. It is the responsibility of the author to ensure that the typescript is correct in style, syntax and spelling. The text should be in Times New Roman font size 12. The length of the manuscript should be between 5000 to 7000 words, with tables, illustrations and references (minimum 5 pages excluding footnotes).

#### **4. Manuscript Submission**

Authors are required to send manuscript in **PDF** file. Authors should submit full paper contains following elements: the title of the manuscript, name(s) of all the authors, institutions, phone and fax number and e-mail address. It must consist of abstract of not more than 200 words and full manuscript including references. The corresponding author must be highlighted. Keywords must also be provided on this page (Not more than five keywords in alphabetical order).

**\*\*GCBER2023 does not accept any articles with similarity index more than 25%.**

#### **5. Language (usage and editing services)**

Manuscripts should be written in good **English** (American or British usage is accepted, but not a mixture of these).

#### **6. Abbreviations**

Any words to be abbreviated should be written in full when first mentioned followed by the abbreviation in parentheses.

#### **7. Illustrations**

All figures and tables should **ONLY** be in black and white. They should be numbered and headed with short titles (centered). They should not be inserted in the manuscript but supplied after the main body of text. In the text, the position of the figures and tables should be shown by typing on a separate line the words, "Insert Table/Figure X here".

#### **8. Equations and Formulas**

These must be set up clearly and should be typed double spaced. Use the Equation Editor or MathType for equations. If you use Microsoft Word 2007, do not create the equations with the default equation editor but use the Microsoft Equation Editor or MathType. Numbers identifying equations should be in brackets and placed on the right margin of the text.

## 9. Footnotes

Footnotes should be used sparingly. Number them consecutively throughout the article, using superscript Arabic numbers. Do not include footnotes in the Reference list. As for table footnotes, indicate each footnote with a superscript lowercase letter.

## 10. References

References should appear after any appendices, listed in alphabetical order by name(s) of author(s). Manuscripts should follow the Harvard referencing style. See sample article (page 4). Separate each reference by single spacing. Literature citations in the text should be made by name (s) of author (s) and year. For references with more than two authors, the name of the first author followed by 'et al.' should be used.

Example:

(i) Journal Article: *Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", Journal of Consumer Marketing, Vol. 22 No. 2, pp. 72-80.*

(ii) Book: *Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), Creating the Discipline of Knowledge Management, Elsevier, New York, NY, pp. 15-20.*

(iii) Website Citation: *Consumer Financial Protection Bureau. (2018, Oct 19). Managing someone else's money: Guidebooks for financial caregivers. <https://www.consumerfinance.gov/consumer-tools/managing-someone-elses-money/>*