

Manuscript Format

Title page

The title page should include;

- A concise and informative title (Avoid abbreviations and formulae where possible)
- The name(s) of the author(s)
- The affiliation(s), address(es) and e-mail address (es) of all the author(s)
- The institutional e-mail address, and telephone number(s) of the corresponding author

Ensure that phone numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address. Contact details must be kept up to date by the corresponding author.

First page

The first page of the text should begin with the title only, without the author's name, and an abstract of no more than 250 words. The abstract should state briefly the purpose of the research, the principal results and major conclusions. The abstract should not contain any undefined abbreviations or unspecified references. But if essential abbreviations must be defined at their first mention in the abstract itself.

After the abstract, provide 3 - 6 keywords.

Body of the manuscript

You must provide us with an editable file of the entire article. Preferred format for the text and tables of your manuscript is Word document (.doc). Figures may be provided in .tiff, .jpg or .eps format.

Submissions should be prepared on two columns A4 paper, using double line spacing, 2 cm top - bottom - left - right margins, align left and 10 point Times New Roman font. You can download the template from our web site - <https://www.gsico.info/publications>

The text should start with the Introduction section at the second page. The priorities of headings and sub-headings should be clearly indicated. Please avoid using numbered paragraphs or headings.

Title Level	Format
Abstract	Align left, Bold, Times New Roman, 10 point, All Words Should Be Uppercase
First level	Align left, Bold, Times New Roman, 12 point, All Words Should Be Uppercase
Second level	Align left, Bold, Times New Roman, 10 point, All Words Should Start With Capital Letter And Continue In Lower Case.
Third level	<i>Align left, Bold, Italic, Times New Roman, 10 point, All Words Should Start With Capital Letter And Continue In Lower Case.</i>

Fourth level	Align left, Bold, Times New Roman, 10 point, Only first word should start with capital letter and the other words continue in lower case.
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The average length of an article is approximately 8,000 - 10,000 words. Articles should be no longer than 12,000 words. Exemption may be made for studies based on qualitative data

Mathematical analysis and statistical data should be placed in appendices where possible, and where Greek letters or other special sorts are used please ensure they are clear on the manuscript.

To assure anonymous review, authors should not identify themselves, directly or indirectly, in the text.

Figures and tables

Tables and figures should be placed in the main document after the paragraph in which they are first referenced. They must also be uploaded individually as separate files. Please submit tables as editable text and not as images.

Each table and each figure should be numbered sequentially, i.e. Table 1, Table 2, Table 3 and Figure 1, Figure 2, Figure 3, etc. They should also include a title and be reasonably interpretable without reference to the text.

Appendices

Supplementary material should be collected in Appendix and placed before the Notes and Reference sections.

If there is more than one appendix, they should be identified as Appendix A, Appendix B etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on.

Notes

Please use endnotes only. Endnotes should be indicated by consecutive superscript numbers in the text and listed at the end of the article before the References.

Referencing procedure

Footnotes and numbering systems should not be used for references.

Citation in text

Please ensure that every reference cited in the text is also present in the reference list. Citations in text literature should be cited in the text as in the following examples:

- Single author: (Kotler, 2002: 9)
- Two authors: (Brown & Lee, 2008: 13)

- Three or more authors: (Khan et al. 2017: 46)
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- In the event that an author cited has had two or more works published during the same year, the reference, both in the text and in the reference list, should be identified by a lower case letter like “a” and “b” after the date to distinguish the Works: (Newton, 2001a: 78) (Newton, 2001b: 17)
- Indication of page numbers is optional.

References

References to books, chapters in books, journal articles, articles in collections and conference or workshop proceedings, and technical reports should be listed at the end of the paper in alphabetical order. Unpublished results and personal communications are not recommended in the reference list but may be mentioned in the text. Please note that a DOI should be provided for all references where available. A full reference list should be included at the end of the paper using the following convention:

Article in journal

Byrne, J. & Glover, L. (2002). Common future or towards a future commons: Globalization and sustainable development since UNCED. *International Review for Environmental Strategies*, 3(1), 5-25.

Journal article from the internet

Bond, L., Carlin, J. B., Thomas, L., Rubin, K., & Patton, G. (2001). Does bullying cause emotional problems? A prospective study of young teenagers. *BMJ*, 323, 480-484. doi:10.1136/bmj.323.7311.480

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38–48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap/article/view/71/100>

Journal article from a full text database

Patton, G. C., Hibbert, M., Rosier, M.J., Carlin, J.B., Caust, J. & Bowes, G. (1996). Is smoking associated with depression and anxiety in teenagers? *American Journal of Public Health*, 86, 225+. Retrieved November 20, 2001, from ProQuest.

Book

Christian, D. L. (2007). *Finding Community: How To Join An Ecovillage Or Intentional Community*. Canada: New Society Publishers.

Chapter in book

Garnett, J. (1998). Victorian business ethics. In C. Cowton & R. Crisp (Eds.), *Business Ethics: Perspectives on the Practice of Theory*, 1st edition (pp. 117-138), Oxford: Oxford University Press.

E-Book

Rodriguez-Garcia, R., & White, E.M. (2005). *Self-assessment in managing for results: Conducting self-assessment for development practitioners*. Retrieved from <http://xxxxx> or doi:10.1596/9780-82136148-1

Conference proceedings

Chan, C. F. and Lee, K. H. (1986). Organisational culture and salesperson's ethical position. In R. T. Hsieh and S. Scherling (eds.), *Proceedings of the Academy of International Business SEA Regional Conference* (pp. 3-9). National Chiao Tung University, Tapei.

Doctoral dissertations

Glover, S. H. (1991). The influences of individual values on ethical decision making. Unpublished doctoral dissertation, University of South Carolina, Columbia, SC.

Doctoral dissertations from the web

Wilson, P.L. (2011). Pedagogical practices in the teaching of English language in secondary public schools in Parker County (Doctoral dissertation). Retrieved from http://drum.lib.umd.edu/bitstream/1903/11801/1/Wilson_umd_0117E_12354.pdf

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India: Country specific information. (2017, October 3). Retrieved from http://travel.state.gov/travel/cis_pa_tw/cis/cis_1139.html

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