**SUBMISSION GUIDELINES**

**PREPARATION CHECKLIST**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

* The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
* The submission file is in Microsoft Word format. Author must upload both files (With Affiliation) & (Without Affiliation).
* Manuscript and reference list according to the American Psychological Association (APA) 7th Edition Style. Any acknowledgments by the author with or without any grant must be stated before references. Tables and Figures must be clear and sharp by using jpeg or tiff. Kindly visit our website at http://ejournal.uum.edu.my/index.php/gbmr/manuscript-guideline for further reference.
* The text is single-spaced; uses a 11-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
* The entire manuscript should be written in between 6,000 to 8,000 words.

**INSTRUCTIONS FOR MANUSCRIPT FORMATTING**

Before submitting to the Journal please ensure that all manuscripts, regardless of the publication mode, conform to the following guidelines.

* Manuscripts should be accompanied by a cover letter stating that the material has not been published, and not under consideration for publication elsewhere.
* Manuscripts should consist of an abstract which should be brief, self-contained, explicit and should not exceed 200 words.
* The abstract should consist of Purpose, Design/methodology/approach, Findings, Research limitations/implications, Practical implications, Social implications (if applicable) and Originality/value.
* Please provide up to 5 keywords on the **Article Title Page,** which encapsulate the principal topics of the paper.
* Manuscripts should be written in English using MS Word (.doc) or other compatible format, double lined spaced, and preferably using the Times New Roman font.
* All text should be written in size 12 font.
* Spelling can be either UK or US English but it must be consistent throughout the manuscript.
* All manuscripts should be double-spaced, with margins of at least 1 inch on all sides and a standard font (e.g., Times New Roman) of 12 points (no smaller).
* The page limit for research manuscripts is 25–30 pages. The page limit is inclusive of all parts of the manuscript, including the cover page, abstract, text, references, tables and figures.
* Tables should be numbered with Arabic format. The tables should be in MS word and placed where interpretation of table is carried out. The table should not be enclosed on separate sheet
* Figure(s) should be cited in Arabic format. For Example; Figure 1. The Figure(s) should be clear enough to read and interpret
* The list of non- standard abbreviations will be added by the author(s)
* All mathematical equations should be typed as text. For this purpose equations editor is preferred. Equation in the form of the image is not acceptable
* Numbering: Each table is preceded by the capitalized word “table” followed by an Arabic number (e.g., Table 1, Table 2, Table 3). The number given to a table is determined by the order in which that table is referred to in the text (i.e., the first table discussed is Table 1, the second is Table 2, and so on). Capitalize “table,” put a period after the table number, and do not bold or italicize the text. Example: Table 1. 2.
* Titling: Each table has a unique title written directly below the table number. Titles should be brief yet descriptive. Capitalize each major word in the title (but not of, on , in, and, etc.). Italicize titles. Don’t put a period. Example: Mean Performance Scores of Students With Di erent College Majors.
* Spacing: Double-space the entire table. This includes the number, the title, the rows and columns, and any notes to the table.
* Ruling: Put lines in a table only when they are necessary for clarity. Horizontal lines are permissible; vertical lines are not.
* Before submitting your paper please ensures that it has been carefully read for typographical and grammatical errors. If English is not your first language, please have your paper proofread by an English speaking person.
* Papers will be returned if the standard of English is not considered to be good enough for publication.

**LIST OF REFERENCES**

References should strictly follow the below APA referencing style, List of references in alphabetical order. Each listed reference should be cited in the text, and each text citation should be listed in the References section.

Examples of basic reference formats:

**Journal Article:**

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, *24*, 225–229. doi: 10.1037/0278-6133.24.2.225

**Journal article, one author, accessed online**

Ku, G. (2008). Learning to de-escalate: The effects of regret in escalation of commitment.*Organizational Behavior and Human Decision Processes*, *105*(2), 221-232. doi:10.1016/j.obhdp.2007.08.002

**Journal article, two authors, accessed online**

Sanchez, D., & King-Toler, E. (2007). Addressing disparities consultation and outreach strategies for university settings. *Consulting Psychology Journal: Practice and Research*, *59*(4), 286-295. doi:10.1037/1065- 9293.59.4.286

**Authored Book:**

Mitchell, T. R., & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York, NY: McGraw-Hill.

**Chapter in an Edited Book:**

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309–330). Hillsdale, NJ: Erlbaum.

### Article from an Internet-only journal

### Hirtle, P. B. (2008, July-August). Copyright renewal, copyright restoration, and the difficulty of determining copyright status. D*-Lib Magazine, 14*(7/8). doi:10.1045/july2008-hirtle

**Magazine article, in print**

Kluger, J. (2008, January 28). Why we love. *Time*, *171*(4), 54-60.

**Newspaper article, no author, in print**

As prices surge, Thailand pitches OPEC-style rice cartel. (2008, May 5). *The Wall Street Journal*, p. A9.

**Books**

References to an entire book must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher.

**One author, in print**

Kidder, T. (1981). *The soul of a new machine*. Boston, MA: Little, Brown & Company.

**Two authors, in print**

Frank, R. H., & Bernanke, B. (2007). *Principles of macro-economics* (3rd ed.). Boston, MA: McGraw-Hill/Irwin.

**Dissertation, accessed online**

Young, R. F. (2007). *Crossing boundaries in urban ecology: Pathways to sustainable cities*(Doctoral dissertation). Available from ProQuest Dissertations & Theses database. (UMI No. 327681)

**Entire Web site**

When citing an entire Web site (and not a specific document on that site), no Reference List entry is required if the address for the site is cited in the text of your paper.

Witchcraft In Europe and America is a site that presents the full text of many essential works in the literature of witchcraft and demonology (<http://www.witchcraft.psmedia.com/>)

**Indentation:** The first line of the entry is flush with the left margin, and all subsequent lines are indented (5 to 7 spaces) to form a "hanging indent".