

4TH GLOBAL CONFERENCE ON BUSINESS AND SOCIAL SCEINCES, DUBAI, UAE: AUTHOR GUIDELINE.

Papers should be original contributions and should not be under consideration for any other conference or publication at the same time. You can send word file only for either Abstract and or Full paper.

INSTRUCTIONS FOR ABSTRACT SUBMISSION: (NOT MORE THAN 550 WORDS) **USE EXTENDED ABSTRACT TEMPLAT.**

Abstracts must contain the title of the paper, name(s) and affiliation(s) of the author(s), and keywords (5-10 keywords organized alphabetically).

INSTRUCTIONS FOR FULL PAPER SUBMISSION:

Full papers should be between 8 pages including tables and references. The title of the paper, name(s) and affiliation(s) of the author(s), abstract and keywords (5-10 keywords organized alphabetically). Each additional page will be **charged USD 20.**

1. PAPER STRUCTURE: PAPERS SHOULD BE PREPARED IN THE FOLLOWING ORDER:

Introduction to explain the background work, the practical applications and the nature and purpose of the paper.

Body to contain the primary message, with clear lines of thought and validation of the techniques described.

Conclusion

Acknowledgements (when appropriate).

References APA style is recommended.

Appendices (when appropriate)

2. FORMATTING YOUR DOCUMENT:

Papers must be written in A4 paper size. (21cm x 29.7 cm) and the automatic margins that have been set for this paper size must be strictly adhered to for all text, headings, tables and figures.

As indicated in the template, papers should be prepared in single column format (192 mm × 262 mm). Do not number pages on the front, as page numbers will be added separately for the preprints and the Publication.

1. TITLE PAGE:

The first page should include:

(a) Title

Click on the existing text and enter the title of the paper using sentence case.

(b) Each author's name and affiliation, including present address

- Authors' names: Remember to include the correct superscript linking to the appropriate affiliation details.
- Affiliations: Remember to include the correct superscript linking to the appropriate author details.

(c) Abstract (50–200 words)

Insert an abstract of 50–200 words, giving a brief account of the most relevant aspects of the paper.

(e) Keywords (5–10)

Insert 5–10 keywords.

Please follow the template style for all the above features.

1. Tables

All tables should be numbered with Arabic numerals. Headings should be placed above tables, left justified. Leave one line space between the heading and the table. Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table, and immediately above and below the table. Tables must be embedded into the text and not supplied separately.

iii. Illustrations

All figures should be numbered with Arabic numerals (1, 2,). All photographs, schemas, graphs and diagrams are to be referred to as figures.

Line drawings should be good quality scans or true electronic output. Low-quality scans are not acceptable. Figures must be embedded into the text and not supplied separately.

iv. Equations

Equations and formulae should be typed in Mathtype, and numbered consecutively with Arabic numerals in parentheses on the right hand side of the page (if referred to explicitly in the text). They should also be separated from the surrounding text by one space.

v. References

References should be listed at the end of the paper. Authors should ensure that every reference in the text appears in the list of references and vice versa. When the names are mentioned in the text indicate

reference citations as Van der Geer, Hanraads, and Lupton (2000); Strunk and White (1979) and when the names are not part of the text use (Mettam and Adams, 1994).

Only essential references, which are directly referred to in the text, should be included in the reference list.

vi. Footnotes

Footnotes should be avoided if possible. Necessary footnotes should be denoted in the text by consecutive superscript letters. The footnotes should be typed single spaced, and in smaller type size (8pt), at the foot of the page in which they are mentioned, and separated from the main text by a short line extending at the foot of the column.

Note: GCBSS wish you success with your publication. Should you experience any difficulties during the preparation of your paper, please contact the Guest Editor for further information at admin@gcbss.org