**INSTRUCTIONS FOR MANUSCRIPT FOR GLOBAL BUSINESS JOURNAL / AUTHOR GUIDELINES FOR MANUSCRIPT PREPARATION FOR THE SOCIETY OF GLOBAL BUSINESS**

Taro GAKKAI1, Hanako GAKKA2 and John SMITH3

1Member of SGB, Professor, Dept. of Global Business, University of Global Business

(Address 000-0000, Japan)

E-mail: taro@s-gb.net

2Member of SGB, Dept. of Business Development, Global Business Corporation

(Address 000-0000, Japan)

E-mail: hanako@s-gb.net

3Member of SGB, SGB Corp.

(Address 000-0000, Japan)

E-mail: smith@s-gb.net

This template is prepared for your preparation of the manuscript for the Global Business Journal. It provides instructions: page layout, font style, size, and others. You may use it to create your own manuscript by replacing the relevant text with your own, using “cut & paste.” The Abstract should be justified, leaving a 30 mm margin on the left and right sides. Font should be a 10-point Times-New-Roman. The length should be 300 words or less.

***Key Words :*** *times, italic, 10pt, one blank line below abstract, indent if key words exceed one line*

**1. TITLE PAGE**

The first page consists of two parts:

(a) Front matters : single column (title, author(s), affiliation(s), contact address(es), E-mail address(es), abstract, key words)．The e-mail address of the corresponding author is mandatory. E-mail address should be indicated in a separate, independent line.

(b) Main text in double columns.

Page numbers are to be put in the bottom margins of the manuscript. Some word processing softwares do not allow texts in both single and double columns to be put together in one file, and thus, create two separate files for the title page.

**(1) Layout and fonts for the front matters**

Left and right margins for the front matters are equally set at 30 mm, The front matters are, thus, to be laid-out within the borders narrower than those for the main text.

The front matters include the followings:

(About 10 mm blank space)

**Title** in Times-New-Roman, 18pt, bold

(About 15mm blank space)

**Author(s)** in Times-New-Roman, 12pt.

(About 5 mm blank space)

**Affiliation(s)** in Times-New-Roman, 9pt.

**E-mail address(es)** in Times-New-Roman, 9pt

(About 10 mm blank space)

**Abstract** in Times-New-Roman, 10pt, max. 300 words,

(1 line spacing) and

**About 5 Key Words** in Times-Italic, 10pt,

(max. 2 blank lines).

The name(s) and affiliation(s) of the author(s) should be numbered in order of appearance as shown above. The title '***Key Words***' is bold and italic.

**(2) Layout and fonts of the main text**

The text should be placed about 1cm below the key words. Left and right margins for the text are equally set at 20 mm. The text, in double columns put side by side with 6 mm gap in between, must be single-spaced with double spacing between chapters. Use 11pt Times-New-Roman font for the text.

**(3) page number**

Page numbers should be center-aligned and should appear at the bottom of each page. Since these pieces of information will be notified by the secretariat of SGB before completing the final manuscripts, leave the blanks as they are, and number the pages tentatively from 1.

**Table 1** Caption should be centered, but if it is long, it should be indented like this.

|  |
| --- |
| Specimen No.　 Heights (m)　 Width (m) |
| 1　　　　　1.45　　　　 0.25  2　　　　　1.75　　　　 0.40  3　　　　　1.90　　　　 0.65 |



Case 1

Case 2

**Fig.2** Place the caption below the drawing.

**2. ORDINARY PAGES**

In ordinary pages, the text must be placed within borders immediately below 19mm top margin. The other layout is same as the main text in the title page.

**(1) Footnotes and remarks**

Avoid using footnotes and/or remarks. If any, try to explain it in the text, or in appendices.

**3. HEADINGS (INDENT LIKE THIS SAMPLE IF IT IS LONG)**

**(1) Main heading**

Capital letters in 12pt bold face fonts should be used for main headings (chapter titles) that follow the chapter numbers as is shown in this example. Leave double and single spacing of lines before and after every main heading.

**(2) Sub-headings for sections**

The sub-headings for sections, in 10pt. bold face fonts, with their initial letters capitalized, are preceded by parenthesized section number like **(2)**. Leave single spacing of line before every sub-  
heading.

**a) Sub-headings for sub-sections**

They are written just as the sub-headings for sections are done, but follow alphabets with right parentheses. No spacing of lines is left before and after every sub-heading.

**4. MATHEMATICS**

Use special high quality fonts for all mathematical equations in the text. Some equations may be placed off the text as:

(1a)

and some appear in the text as, . If their quality is not satisfactory, the manuscript may not be accepted. Numbered equations ((1a) and (1b) for example) should be center-aligned. The equation numbers in parentheses should be placed flush right.

**5. FIGURES AND TABLES**

**(1) Location of figures and tables**

Figures, tables and photographs should be inserted at the upper or lower part of the page where reference is first made to them. Do not place them altogether at the end of the manuscript.

Figures or tables should occupy the whole width of a column, as shown in **Table 1** or **Fig.2** in this example, or the whole width over two columns. Do not place any text besides figures or tables. Insert about one to two lines spacing above the main text.

**(2) Fonts and captions**

Do not use too small characters in figures and tables. At least, the letters should be larger than those in the captions (9 pt). Captions should be centered, but long captions must be indented like an example of **Table 1**. The heading of captions is 9pt bold face.

(1b)

**6. CITATION AND REFERENCE LIST**

All the references must be numbered in the order of appearance in the article and the right parenthesized numbers are used at the text where it is referred like this1). The reference list must be summarized at the end of the main text. Use 9pt font for the list.

The reference list is followed by the dates of submission and acceptance with one line spacing between them as shown in the present sample. However, the sample should be left as it is when you prepare the first manuscript.

**ACKNOWLEDGMENT:** Acknowledgment should be included after the acceptance decision is made. Acknowledgment should follow Conclusions and its text should be preceded by bold face heading directly.

**APPENDIX A APPENDIX**

Appendix should be placed between Acknowledg-  
ment and References.

**REFERENCES**

[1] Rochet, J.-C., and Tirole, J., Platform competition in two-sided markets, *Journal of the European Economic Association, 1*(4), pp.990-1029, 2003.

[2] Takashi, I., *Public Relations in Hyper-globalization：Essential Relationship Management-A Japan Perspective*, Routledge, 2018.

[3] World Tourism Organization, *International Tourism Highlights, 2019 Edition,* UNWTO, Madrid, 2019.

[4] Society of Global Business, About the Society of Global Business, 2020, (Retrieved July 12, 2020, https://s-gb.net/about/).

**(Received April 1, 2020)**

**(Accepted July 1, 2020)**