

## The Editorial Committee on Global Business Journal

### 1. Overview

#### 1.1 Aims and Scope

The Society of Global Business (SGB) produces the Global Business Journal (GBJ) to provide access to rigorously refereed innovative research and practical papers across the fields of global business.

The society has been publishing domestic/international journals since 2013. Papers published in the journals in Japanese include their English titles and abstracts. We welcome papers in all fields of social sciences, humanities and natural sciences, as long as they fit with the aims and objectives of the SGB, and derive theoretical and practical contributions to the fields of global business. Should you consider submitting your papers, please refer to the following descriptions.

#### 1.2 Paper categories / Submission Classification

Papers should be original, demonstrate quality and knowledge of the existing literature, and be of interest to the readership. They must not be submitted for publication elsewhere during the time they are being reviewed for a GBJ. We publish the following types of papers:

1. Invited paper: Contribution papers requested by the editorial board
2. General Academic paper (refereed paper): Theoretical or empirical research results that are original and have a complete appearance as a dissertation.
3. Practical Research (refereed practical research): A detailed description of a project or business by the parties involved and suggestions for improvement.
4. Case study (refereed case study): Proposal of analysis and model based on case studies and data, rich in originality or breaking news
5. Special Academic papers by open call for participants (refereed papers equivalent to 2. General Academic paper, 3. Practical Research, and 4. Case study by Call for Papers method)
6. Report (non-refereed, just acceptance / rejection decision):

#### 1.3 Submitting a paper

Below you will find links to our guidelines for authors and other resources to help you prepare your paper for publication.

Guidelines for authors: <https://s-gb.net/gb-journal/>

#### 1.4 Author(s)

The Global Business Journal (GBJ) accepts papers whose author(s) include at least one SGB member.

#### 1.5 Papers submission

Papers should be submitted to The Editorial Committee of the Global Business Journal.

#### 1.6 Deadline

No specific deadline is set. Note, however, that academic papers (Call for papers) should be submitted within the specific date it is addressing.

#### 1.7 Ethical standards

Authors shall follow the ethical standards appearing in section 2.

#### 1.8 Paper categories

Only papers that have not been submitted for publication elsewhere during the time they are being reviewed for the Journal are considered as original papers. Please refer to the definitions of categories and contents below.

- Invited papers
- Academic papers (Free Subject)
- Academic papers (Practical Research)
- Academic papers (Case Study)
- Academic papers (Call for Papers)
- Reports

#### 1.9 Paper Reviewing Procedure

- Submitted papers will be distributed to the Sub-Committee after a check by the Editorial Committee.
- The Sub-Committee reviews papers and determines eligibility for publication. The Sub-Committee may request the author for necessary revisions.
- If the Sub-Committee does not receive the revised manuscript from the author within a specific date after the request for revision, the paper is considered rejected.

### 1.10 How to Prepare a Manuscript

- A paper must be fully elaborated before submission.
- A paper should be written in Japanese or English.
- A Paper must be submitted according to the description on the submission page.
- The link to the submission by using the electric system.

### 1.11 Copyright Attribution (Transfer of Copyright)

The copyright of all articles in the paper is attributed (transferred) to SGB upon acceptance of the paper by submission of a written consent form from the authors. In principle, SGB will not prevent authors from using the whole or part of their articles in the form of photocopy, translation, or adaptation. However, authors should notify SGB when they put their articles in full on the web.

When a third person applies for use of the whole or part of the article, SGB can give him/her permission unless deemed inappropriate. In such a case, SGB will later notify the author of how his/her article is used.

### 1.12 Responsibilities of Co-authors and Copyright

The copyright of a paper written by several authors is shared between the authors specified at the time of paper preparation. Therefore, any change of authors after the paper submission should be avoided.

### 1.13 Publication Charge

The publication fee for a manuscript is 5,000JPY per page.

## 2. Ethical standards for publication in SGB journals

The following Ethical Standards shall now be enacted for the purpose of furthering credibility regarding the publication of the Papers both within and outside the Society.

### 2.1 Obligations of authors

- A paper to be submitted shall meet all the terms and conditions in the instructions to authors. It shall include a sufficient contribution of authors to the advancement and development of science and technology related to the global business field.
- Only persons who have significantly contributed to the completion of the paper should be listed as coauthors.
- Fragmentation of research papers should be avoided. Authors should organize their related works in a manuscript to give readers a particular aspect of the general study.
- The submission of papers with obvious commercial intent is inappropriate.

- Duplicate submission is not permitted.
- The authors shall provide sufficient information in the submitted paper to allow authors' peers to reproduce, verify, and evaluate the work. Furthermore, the paper should include sufficient review regarding past papers and indicate their sources. When citing other papers, the authors shall ensure that they are also available to the readers and pay attention to the existence of copyrights.
- Critical quotations are allowed only with scholarly arguments. The authors shall avoid criticizing existing papers with the purpose of personally attacking their authors.
- The submitted paper must not contain any fabrication or falsification of data. It is prohibited to plagiarize ideas, methods, data, or results from other papers.
- The author(s) shall not violate the human rights or any other rights of people who are involved in the investigation, and shall protect their life, health, privacy, and dignity during the experiments.
- The Editorial Committee encourages the author(s) to preserve data and code used in the research to allow others to replicate the research.

## 2.2 Obligations of reviewers

- All reviewers have an obligation and important role in judging a paper fairly to maintain the quality of the academic publication with their contribution.
- The reviewer must promptly decline the review invitation, if the completion of review within the due date is deemed impossible, or if the paper represents any conflict of interest.
- A review shall be conducted objectively and logically based on the quality of a manuscript on its own merit and with due respect to the intellectual independence of the authors.
- Reviews shall describe the comments clearly and logically so that authors may understand the underlying reason for the comment or feedback. The reviewer must not criticize the authors personally.
- A reviewer must not disclose nor discuss a paper with others. The paper shall be treated as a confidential document.
- A reviewer is prohibited from utilizing any unpublished information included in the manuscript.
- A reviewer shall report promptly to the editorial board members if he or she finds a dishonest or inappropriate act in the manuscript such as fabrication and falsification of data or plagiarism from existing papers.

## 2.3 Obligations of Editorial Committee Members

- All Editorial Committee members shall strive, after a fair management of the review process for submitted papers, to achieve the objectives mentioned in the ethical standards.
- The Sub-Committees that are organized under the Editorial Committee shall decide on the

acceptance/rejection of the submitted papers without regard to the race, religion, ethnicity, gender, age, nationality, occupation, affiliation, and political conviction of the authors.

- A person who authors or coauthors a manuscript submitted must not be involved in any review process of the paper.
- The Sub-Committee shall impartially select the most suitable reviewers based on their specialty. People who may have personal bias in favor of or against an author or the subject matter of the submitted manuscript must not be selected as reviewers.
- The Sub-Committee and the Editorial Committee must not disclose any information on the review process and information of the submitted paper and reviewers to others.

### 3. Instruction for Submission

#### 3.1 Authors

Authors must follow the Ethical Standards for Publication in SGB Journals and the Guidelines for Authors when submitting papers. Only individual persons but not companies or organizations can be author(s). After the paper is submitted, the name of authors cannot be changed, added or reordered.

#### 3.2 Deadline

No deadline for paper submission is specified.

#### 3.3 Manuscripts

##### *Paper categories*

The paper categories consist of i) Invited papers, ii) Academic papers (Free Subject), iii) Academic papers (Practical Research), iv) Academic papers (Case Study), v) Academic papers (Call for Papers), and vi) Reports.

##### *Manuscript Requirements*

The manuscripts should meet the requirements, which are:

1. To be accurate,
2. To be described in an objective way,
3. To have been fully reviewed contents and wording,
4. Not to have been published elsewhere.

The Sub-Committee is responsible for deciding if each paper meets these requirements. To ensure the accuracy and efficiency of their decision-making process, if any part of your paper has already been published or is related to any published articles, please specify clearly in your paper which part of the paper was published before and to what extent the submitted paper owes to the published one.

Note that a paper should be submitted as a completed one. Simply dividing large research into small

pieces of paper and submitting them in serials are not acceptable.

### *How to Prepare a Manuscript*

Please follow the instructions mentioned below when preparing your manuscript.

1. Clearly state the objective, making sure your wording allows readers to easily find the most important arguments.
2. Clarify the relation of the submitted paper and the past researches/technologies referenced, that is, show what part of the past researches/technologies have been further explored and what is a unique and new contribution in your paper.
3. Describe the scope of the paper clearly and accurately.
4. The title should be simple and clearly representing the content of the paper. Series of papers of common title with serial numbers (e.g., Part I, Part II, etc.) are not acceptable.

### Publication Charge

The publication fee for a manuscript is 5,000JPY per page.

## 3.4 Paper Reviewing Process

### 3.4.1 Purpose of Reviewing

The submitted academic paper except for invited papers and reports is peer-reviewed to judge its qualification for GBJ. The Sub-Committee may ask authors to make revisions of the paper to satisfy the requirement. Regarding invited papers and reports, the Editorial Committee judges its qualification for the GBJ. It should be noted, however, that the author is inherently responsible for the quality of the published paper.

### 3.4.3 Reviewer

The Sub-Committee assigns at least two reviewers for each academic paper.

### 3.4.4 Reviewing Methods

#### *Evaluation*

Each reviewer evaluates the paper based on the criteria shown below in an objective manner.

1. Novelty: Not to be easily derived from well-known or already published findings.
2. Usefulness: Beneficial in terms of scientific, engineering, or practical viewpoint.
3. Level of Completeness: Clear and neat paper structure to allow readers to understand the content easily. An elegant style of writing is unnecessary.
4. Credibility: Free from any significant mistake in the content, serving readers as reliable literature.

### *Judgment by reviewer*

Based on the results of the evaluation described above and comparison with past published papers in GBJ, the reviewer judges if the paper is to be accepted or rejected. Please note that a paper is not necessarily rejected if it fails to meet just one of the criteria described above. The reviewer should try to accept a paper that can contribute to the future academic/technological development, even if it has some drawbacks. When the reviewer recommends rejection, reasons should be given in the Paper Review Report. The results of the review are to be described in detail regardless of its acceptance or rejection.

### *Decision by the Sub-Committee*

The Sub-Committee judges if the paper is to be accepted based on the reports by at least two reviewers. If any reviewer requires a revision on the paper, the Sub-Committee may request the author to revise the paper. The Sub-Committee will review the revised paper to judge whether the author has given satisfactory revision and response to the comments by reviewers. The reviewers may be requested to re-review the paper for this purpose. The Sub-Committee has responsibility in its final judgment and notifies the decision promptly.

## 3.5 How to Prepare a Manuscript

### 3.5.1 How to Submit a Manuscript

A manuscript file must be submitted by using the electric system. A manuscript file should be converted into a PDF file.

### 3.5.2 Number of Pages

Papers to be published in GBJ should meet the limit for the number of pages depending on the paper category as shown in the table below. No extra pages exceeding these limits are allowed.

Paper categories	Maximum number of pages
Invited papers	Up to 12
Academic papers	Up to 12
Reports	Up to 12

### 3.5.3 Author identifications and Contact Information

1. Make sure to write down the affiliation and contact information at the time of submission. Should there be any change in affiliation, address or other contact information, it can be made at the time of final manuscript submission.
2. English translations for job positions used in your organization are accepted.

### 3.5.4 Abstract, Keywords and E-mail addresses

1. Include an abstract containing a maximum of 300 words.
2. List three to five keywords that well represent the content in the location specified.
3. Avoid listing e-mail address that is expected to change in the near future.

### 3.5.5 Wording and Section/Sub-section

- Keep simple and clear wording and avoid redundancy throughout the paper. Avoid including any highly personal remarks and expressions of an advertisement or a publicity nature.
- Use the numbering specified below in bold letters. Make sure not to use any other form of numbering.
- Headings should all be in bold and left justified.

1., 2., 3.,	... Sections
(1), (2), (3),	... Sub-sections
a), b), c),	... Subsub-sections

### 3.5.6 Equations and Symbols

Use common fonts, symbols, and unit expressions in equations and figures where possible. Provide a list of symbols in an attachment where necessary. Try to make equations as simple as possible. Try not to show the detailed development or induction of equations, but to explain them by words. Give the definitions of symbols used in equations by words where they first appear. Also, avoid using the same symbol for signifying two or more different definitions.

### 3.5.7 Unit Systems

Use the SI units in principle. When using other unit systems, show that unit in parenthesis as well.

Examples:

- Unit weight 9.8 kN/m<sup>3</sup> (1 tf/m<sup>3</sup>)
- 0.49 MPa (5 kgf/cm<sup>2</sup>)

### 3.5.8 Figures and Tables

1. Keep the characters in figures, and tables consistent with the main text.
2. In principle, figures, or tables should be grouped and inserted at the top or bottom of the page containing the part of the main text that first refers to them. Do not insert figures, or tables between the texts.
3. Color figures are acceptable. The resolutions recommended are 1200 dpi for black and white images and 300 dpi for color images. Note that too large files resulting from the high resolution of the manuscript are not preferable.
4. When referring to figures, and tables appearing in existing literature, make sure to state the source and obtain authorization from the author or copyright holder of the originals beforehand. Inscribe when the referred figures, and tables are modified.
5. When drawing figures, character size should usually be 1.5 to 2 mm, and symbols should be



drawn just a little larger than you would think appropriate so as to avoid them from becoming too small.

### 3.5.9 Notations of Date

Basically follow the notation with western calendar. When the paper deals with Japanese history, for example, the Japanese calendar may be put down within the parenthesis.

### 3.5.10 References

References should be from papers, books, or articles from the available literature. Please don't refer to unpublished material.

An accepted paper is published in an electronic journal and each reference in the paper has a cross-reference function. To prevent the mistakes of links to the references, we ask for your cooperation in carefully observing the following regulations and guidelines.

1. References should be numbered in the order of appearance and listed after the main text. In the main text, identify the references by right-hand-side superscript numbers that correspond to those in the reference list at the end.
2. References should be from papers, books, articles, or websites that are available for a long time since their acceptance for publication. Otherwise, they can't be used as references.
3. In the reference list, state the name(s) of author(s), name of the article, name of the journal/book, volume/number, pages and year/month/date of publication in this order. The date and month of publication can be omitted. For the name(s) of the author(s), spell out the family name with the initial of the first name. List all the names of contributing authors in the reference list regardless of the number of authors involved. However, when referring to 3 or more contributing authors in the main text, the authors can state only the first author and use et al. In the case of a book in an independent volume, state the name(s) of the author(s), book title, publisher and year of publication. In the case of a book chapter, state the name(s) of the author(s), chapter title in sentence case, In name(s) of the editor(s) (Ed(s).), book title in title case, Edition, Volume, Page No., publisher name, and year of publication. The name of a journal, book, and report should be written with title case, and in Italics. Follow the examples below that show formats.

#### [Reference List Example]

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

[3] Sydow, J., Understanding the constitution of interorganizational trust, In C. Lane, and R. Bachmann (Eds.), *Trust Within and Between Organizations*, pp.31-63, Oxford University Press, 1998.

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

[5] Society of Global Business, About the Society of Global Business, 2020, (Retrieved July 12, 2020,

<https://s-gb.net/about/>).

### 3.5.11 Footnotes

Avoid using footnotes to the main text but include the explanation in the main text instead. Should a digressive explanation be needed, give it as an appendix at the end of the main text.

### 3.5.12 Formats of Manuscripts

Follow the formats shown in the separate page (See sample file for details). <https://s-gb.net/gb-journal/>

## 3.6 Correction of Misprints in Published Papers

For minor misprints incurred as results of the author's own fault and found after printing, no correction information is published in principle. Pay every attention when preparing a manuscript. For serious ones, an article for correction should be published after the discussion of the editorial committee.

## 3.7 Copyright Attribution (Transfer of Copyright):

Upon the decision of acceptance of the paper, the copyright is attributed (transferred) to SGB. Thus, the copyright of all literary works in the GBJ is attributed (transferred) to SGB.

Note that signatures in a copyright transfer are required for all the authors, or an authorized author from other authors. Authors are asked to submit the form as soon as the manuscript is accepted for publication.

In principle, the SGB will not prevent authors from using the whole or part of their articles in the form of photocopy, translation, or adaptation. However, authors should inform the SGB if they publish their articles in full on their own web sites or other similar media on the Internet. When a third person applies for the photocopying of the whole or part of an article (including for translation purposes), the SGB can give him/her permission on its own discretion unless deemed inappropriate. In such a case, the SGB later notifies the author of how his/her literary work will be used.

## 3.8 Other Instructions

- The date of receipt of manuscript submitted through the electric system. is defined as the date when SGB acknowledges it.
- A received manuscript is checked if it satisfies minimum format requirements. Those failing to meet them are off the procedure for a while to be returned to the sender or to spare time for making an inquiry to the author.
- Information on the details of the reviewing process of individual papers is not disclosed.
- All inquiries on receipt of materials should be addressed to the contact below.

Secretariat of the Society of Global Business

Email: [sgb.ronbun@gmail.com](mailto:sgb.ronbun@gmail.com)

#### 4. Notes on Preparation of Materials: <https://s-gb.net/gb-journal/>

##### 4.1 Fonts

###### 4.1.1 Text

- Basically use standard Roman types such as Times.
- Use Roman fonts in bold for: the title of the paper, headings to chapters/sections/subsections, "Table 1", "Fig.2", "Acknowledgement", "Appendix" and "References", the date of manuscript receipt.
- Use all capital letters for: the title of the paper, family name(s) of the author(s), headings to chapters, "Acknowledgement", "Appendix" and "References". (All in bold except the family name(s) of the author(s))

###### 4.1.2 Keywords

Keywords should be in italics. Heading "Key Words" are in bold-italics. Do not begin keywords with capital letters unless they are proper names.

###### 4.1.3 Font Size

The font sizes specified in the sample file should be used.

##### 4.2 Layout

###### 4.2.1 Number of lines per page

Use a top margin of 19 mm and bottom margin of 24 mm. In principle, the number of lines should be 56. However, some software programs have functions that automatically adjust line spacing above and below symbols with superscript notation or fractional numbers, or automatically widen overall line spacing on page to avoid a heading from appearing at the bottom. A reduction in the number of lines in such a case would be acceptable.

###### 4.2.2 Keywords

Keywords should not exceed 2 lines.

###### 4.2.3 Miscellaneous notes

- Texts should be justified and aligned at both left and right end. Use hyphenations properly in text to avoid any unnecessary blank space between words.
- When using symbols or equations with superscript notations, consider script size should not be larger than ordinary characters.

### 4.3 Common Mistakes

Here are some formatting mistakes commonly found in actual materials submitted. Please make sure not to overlook them.

- Make sure commas “,” and periods “.” or a superscript notation, e.g. “3” are not positioned at the beginning of a line.
- Make sure parentheses are not positioned at the end of a line.
- Make sure numbers and symbols (esp. those with superscript notations) do not split between lines.
- Make sure headings to chapters/sections do not appear at the bottom of a page. Insert a blank line to move the heading location to the top of the next page or column as necessary.
- Headings to figures, e.g. Fig. 1, and Table 2 should be in bolds.
- Numbering of equations in the main text should follow the following style: Equation (1) and Equation (2).
- Center equations on page. Do not draw leaders between an equation and its number.
  - Bad example (leaders inserted): A=B+C.....(1)
- Equation numbers should be right justified.
- No italicization of units.
- Superscript notations for references should not look 1,5) but 1), 5).
- Italicize the names of journals/books/reports in the reference list.
- Where an entry in the reference list splits between 2 or more lines, indent the second line and others that follow, as shown in the format example.
- State the date of the manuscript receipt on the last page.
- Keywords should be in italics; they should not begin with capital letters and the first keyword is no exception, except for proper names that should begin with capital letters.
- There is a clear difference between italic letters and slanted letters. Try to keep using italics where possible.

5. Formats: <https://s-gb.net/gb-journal/>

- Sample/Template of English manuscript for GBJ (MS-Word)