**Global Journal of Management and Social Sciences**

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**AUTHOR GUIDELINE**

The authors are requested to carefully read the following terms and conditions before submitting a manuscript. It will save time and efforts and expedite publishing of paper.

**Paper Length:** Articles should be between 4000 and 6000 words in length. This includes all text including references and appendices. Please allow 280 words for each figure or table. There must be 1.5 space between line and all text will be in “Times New Roman.” With 12 font size.

**Paper Title:** A title of paper should not be more than 30 words.

**Author details:** All contributing authors’ names should be mentioned below tile of paper, and their names arranged in the correct order for publication.

**Email Address**: Correct email addresses and Cell number of every author should be provided for record and communication purpose.

**Contribution:** The contribution of each author must be given in order to determine who is the core author and who is the helper in research work. The corresponding author should be core author who knows the whole scheme of research and can communicate with the Editor about technical issues of the paper.

**Affiliation:** The affiliation of each contributing author(s) should be clearly mentioned The affiliation listed should be where they were based at the time when the research for the paper was conducted. The author should mention the institution/ University, Research Institute and other organization in which they are currently working.

**Biographies and acknowledgements**: Authors should give brief notes on their individual biographies if they wish to publish with their paper. The sketch of biographies should be given at the end of paper. The professional biography of author should not be more than 100 words. Author must acknowledge those who provided necessary guide or funds for completion of research work.

**Abstract:** The abstract must be consisted of 250 words in italic style and contains following elements: -

● Objective of study

● Design/methodology/approaches

● Findings & Results

● Research limitations/implications (Optional)

● Practical implications (Optional)

● Social implications (Optional)

● Originality/value.

**Keywords:** Authors should provide appropriate and short keywords at the end of abstract that encapsulate the principal topics of the paper. The maximum number of keywords is 12.

**Type of paper**: The author must mention whether his paper is original research article, a case study, a review report or conceptual paper. Detail of types of papers is given below: -

**● Original Research paper**. This category covers papers which report on any type of research undertaken by the author(s). The research may involve the construction or testing of a model or framework, action research, testing of data, market research or surveys, empirical, scientific or clinical research.

● **Viewpoint**. Any paper, where content is dependent on the author's opinion and interpretation, should be included in this category; this also includes journalistic pieces.

● **Technical paper**. Describes and evaluates technical products, processes or services.

● **Conceptual paper**. These papers will not be based on research but will develop hypotheses. The papers are likely to be descriptive and will cover philosophical discussions and comparative studies of others' work and thinking.

● **A case study.** Case studies describe actual interventions or experiences within organizations. They may well be subjective and will not generally report on research. A description of a legal case or a hypothetical case study used as a teaching exercise would also fit into this category.

● **Literature review**. It is expected that all types of papers cite any relevant literature so this category should only be used if the main purpose of the paper is to annotate and/or critique the literature in a particular subject area. It may be a selective bibliography providing advice on information sources or it may be comprehensive in that the paper's aim is to cover the main contributors to the development of a topic and explore their different views.

● **General review**. This category covers those papers which provide an overview or historical examination of some concept, technique or phenomenon. The papers are likely to be more descriptive or instructional ("how to" papers) than discursive.

**Headings:** Headings must be concise, with a clear indication of the distinction between the hierarchy of headings. The font size of title should be 14 Arial while the name of authors should in 12 fonts. The headline of abstract should have 14 fonts. All sub-headlines in the paper should of 12 font bold Arial.

**Notes/Endnotes**: Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

**Figures:** All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be adjusted in the text at relevant place and they must have number and captions. All Figures should be of high quality, legible and numbered consecutively with Arabic numerals. Figures created in MS Word, MS PowerPoint, MS Excel, Illustrator should be supplied in their native formats. Electronic figures created in other applications should be copied from the origination software.

**Table:** Tables should be typed in Excel format and should have a caption relating to the data in the table. Table should be adjusted at relevant position of text and fully explain the data given in the table. Source of data must be mentioned below table.

**References:** References must be in APS style and carefully checked for completeness, accuracy and consistency. This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through Cross Ref. The pattern of references should be as follows: -

You should cite publications in the text: (Smith, 2006) using the last name of author or (Smith and Brown, 2006) citing both names of two, or (Adams et al., 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied:

**For books**: Surname, Initials (year), Title of Book, Publisher, Place of publication. For example, Harrow, R. (2005). “No Place to Hide”, Simon & Schuster, New York, NY.

Rafay (2016). “English Comprehension” Oxford University Press, Karachi.

**For book chapters**: Surname, Initials (year), "Chapter title", Editor's Surname, Initials, Title of Book, Publisher, Place of publication, pages.e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), Creating the Discipline of Knowledge Management, Elsevier, New York, NY, pp. 15-20.

**For journals**: Surname, Initials (year), "Title of article", Journal Name, volume, issue, pages. For example, Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", Journal of Consumer Marketing, Vol. 22 (2): 72-80.

**For published conference proceedings:** Surname, Initials (year of publication), "Title of paper", in Surname, Initials (Ed.), Title of published proceeding which may include place and date(s) held, Publisher, Place of publication, Page numbers. For example, Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007, Springer-Verlag, Vienna, pp. 12-32.

**For working papers**: Surname, Initials (year), "Title of article", working paper [number if available], Institution or organization, Place of organization, date. For example, Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March.

**For encyclopedia entries:** (with no author or editor) Title of Encyclopedia (year) "Title of entry", volume, edition, Title of Encyclopedia, Publisher, Place of publication, pages. For example, Encyclopedia Britannica (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopedia Britannica, London and New York, NY, pp. 765-71.

**For Newspaper**:articles (authored) Surname, Initials (year), "Article title", Newspaper, date, pages.For example**,** Smith, A. (2008), "Money for old rope", Daily News, 21 January, pp. 1, 3-4.

**For archival or other unpublished sources** Surname, Initials, (year), "Title of document", Unpublished Manuscript, collection name, inventory record, name of archive, location of archive. For example, Litman, S. (1902), "Mechanism & Technique of Commerce", Unpublished Manuscript/Dissertation, Simon Litman Papers, Record series 9/5/29 Box 3, University of Illinois Archives, Urbana-Champaign, IL.

**For electronic sources**: If available online, the full URL should be mentioned at the end of the reference, as well as a date that the resource was accessed. For example, Castle, B. (2005), "Introduction to web services for remote portlets", available at: <http://www> 128.ibm.com/developer works/library/ws-wsrp/ (accessed 12 November 2007).

**Standalone URLs**, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).

**Plagiarism:** zero tolerance of plagiarism because it is a social taboo in research. The plagiarism of every paper will be checked before publishing. if plagiarism is found more than 15 percent the paper will be rejected. However, the author (s) is responsible for all the contents, sources and material used in the paper and the Journal or its Management is not responsible for any dishonesty or fraudulent act fall within the preview of Plagiarism policy of Higher Education Commission (HEC) of Pakistan and international institutions. All papers are published in good faith, perceiving that the paper is original piece of knowledge. Therefore, the author(s) must be careful about sending plagiarized paper because if plagiarism is found in the paper at any stage it will call actions against him.

**Publication Fee:** US$150 will be charged from the author. The fee can be paid with submission of paper or after its acceptance. Some portion of waiver will be granted to the students belonging to low income countries.

**Decision**: The decision whether the paper is accepted or rejected will be communicated to corresponding author within two weeks of submission. After acceptance, the paper will be published in the next issue.

**Legal Bindings**: The Journal will follow the guideline of Higher Education Commission of Pakistan and other international research regulatory bodies and no paper will be published without review of two experts. The code of ethics issued by different regulatory authorities will be followed to ensure the quality standard of journal. We also welcome constructive criticism or suggestions to be made by any scholar for improvement of the quality of journal.

**Disclaimer:** The author or authors will be responsible for material, data, images, table, diagrams, etc, quoted in the text and the journal will not be responsible for their originality, validity, legality in any way because the Journal publishes a research paper under good faith, aiming to facilitate exchange of knowledge among the research community living in different parts of the world.

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**Global Journal of Management and Social Sciences**

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***VISION***

The vision of the Global Journal of Management and Social Sciences is to provide a platform to the members of research community living in different parts of the world to exchange knowledge and reap benefit from the experience of one another. The Journal has intended to promote healthy values among the researchers so that they may be able to contribute in the uplift of human beings. The important point of vision is to make this journal as a leading star by promoting original and innovative research which will not only beneficial for existing generation but also for coming generations. The objective of this journal is to facilitate knowledge accumulation, knowledge management and knowledge dissemination and as such all research papers will be published in good faith without any discrimination. All papers will be evaluated on merit which means that if a research paper written by any author meets basic criteria of research it will be published without any other consideration.

***MISSION***

Keeping in view the above mission this journal has opted the following principles as its core objectives: -

1. To make this Journal as a leading research documents which will be reliable, useable and beneficial for the researchers living in different parts of world.
2. To encourage young researchers to get published their original research work and become a versatile member of research community.
3. To strictly discourage plagiarism in any form and blacklist the author to be involved in such unethical activities.
4. To publish research papers, research reports, case studies and articles written on specific social and business issues and having their possible solutions.
5. To encourage the authors to get published papers having originality values and practical implications.
6. To make this journal as a leading research entity by following healthy standards, norms of ethics and unbiased approach.
7. To widen the scope of journal so that the researchers of the whole world may be able to contribute into it.

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**Scope of Journal**

Global Journal of Management and Social Sciences is a peer reviewed international journal and its goal is to become a leader in the field of research by publishing original research work of renowned and young scholars. This journal will publish original papers, case studies, research reports and conceptual articles in the following disciplines: -

1. Management.
2. Marketing.
3. Human Resources Management.
4. Banking.
5. Finance.
6. International Business.
7. Accounting.
8. Economics
9. Psychology.
10. Media Studies.
11. International Relations.
12. Population Studies.
13. Emerging Economies Challenges.
14. Corporate Governance.
15. Corporate Social Responsibility.
16. Gender Studies.
17. Linguistics.
18. Literature.
19. Cross-Cultural Studies.
20. Environmental issues.
21. Education.
22. Poverty.
23. Income inequality.
24. Human Resources Development.
25. Regional issues.
26. Entrepreneurship.
27. Supply Chain Management.
28. Public Administration.
29. Sociology.
30. Philosophy.
31. Innovations

The above fields of different discipline highlight the wide scope of this journal. It also reflects the determination of editorial board to provide opportunities to the researchers to get published their research work of different discipline on a single platform and also study the variety of creative work of renowned scholars in a single issue. The Board expects that the scholars from different parts of the world will reap benefit of the wide scope of this journal.

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**Publishing Ethics**

The Editorial Board has formulated the following publishing ethics which will be followed in spirit and letter: by the Editor and Author(s) during the course of the publishing a research paper: -

1. There will be no gender, racial, ethnic or any other discrimination in the evaluation of research paper.
2. The sole criteria of accepting and publishing papers are the research format, which has been clearly explained in the guideline of author.
3. All papers will have to gone through a rigorous process of double peer review.
4. No paper will be published which contain material injurious to any community or in which controversial religious or racial issues are discussed.
5. Plagiarism will not be accepted in any form. If any author is found to be involved in such activities he will be blacklisted.
6. The corresponding author will be responsible for all acts of co-authors and the Editor will only communicate with him, assuming that he will disseminate all information required by the Editor to them. The corresponding author will be responsible for all wrongdoing.
7. The author or authors will clearly mention conflict of interest.
8. The author will mention their source of funding.
9. The author will inform the Editor one week before the publishing of a paper if any correction, addition or omission is needed in the paper. No correction will be made after publishing of paper.
10. The author will be bound to make necessary correction/revision in the paper suggested by the Editor.
11. The Journal will accept only those papers which are written in English language.
12. The author (s) will be responsible for the contents, text, tables, figures, etc, used in the research paper.
13. The responsibility of Editor is only to check research format of paper and correct its language to make it readable by creating sequence in the events and text.
14. Only those tables and figures will be published which will have relevancy to the body of text.