

The Bulletin of the Graduate School of Commerce Submission Guidelines

I. Submission Requirements

1. Papers for *The Bulletin of the Graduate School of Commerce* must be based on academic presentations given by the author at one of the biannual Student Research Presentations sponsored by the Graduate School of Commerce (GSC). Papers already published or are under consideration for publication anywhere else cannot be submitted.
2. Applications for publication and the manuscripts must be submitted within one month of the relevant Student Research Presentation, together with an Evaluation Form signed by a GSC supervisor or a lecturer of the Undergraduate School of Commerce.
3. All submissions will be subject to review by full-time faculty members of the Faculty of Commerce. Selected papers will be published in *The Bulletin of the Graduate School of Commerce*. The GSC holds the copyright for all papers published.
4. The above procedure must be followed for each submission. As all papers must be submitted with one month of a presentation, deferment of submission is not permitted. Students wishing to defer publication of a paper must also defer the relevant presentation to a subsequent Student Research Presentation.
5. Submission of a manuscript that was previously rejected by the Bulletin of the Graduate School of Commerce is not permitted.
6. Authors guilty of academic misconduct such as plagiarism will not be able to submit any papers to *The Bulletin* for a maximum of one year from the day the misconduct was verified by the GSC editorial committee.
7. Submissions made by students who are taking leave of absence cannot be accepted. This prerequisite will apply to all students entering from April 2021 or later.

II. Submission Details

Paper Size

A4 paper size in portrait orientation. For details of paragraph and character formatting, see tables below.

Length

Manuscripts should be single spaced and consist of not more than 20 pages including tables, figures, notes or references.

Submission of Manuscripts

1. Authors are required to submit 2 copies of each paper.
 - a) One hard copy created in MS Word document format
 - b) One electronic copy saved in MS Word document format
2. Any special instructions regarding the printing of the research papers should be indicated clearly in red on the hard copies.

Abstract

An abstract must be inserted before the main body of the text within 250 words.

Footnotes

1. Notes should be listed at the bottom of each page.
2. Unless otherwise specified by the supervisor, the APA system of reference formatting and author-date in-text citations should be used.

Tables and Figures

All tables and figures should be clearly numbered and captioned. To ensure correct formatting of tables or figures at the publication stage:

1. Authors should indicate the desired size of each table or figure.
e.g. “Page 2, Table A 10cm x 15cm”
2. Please label any page breaks, tables, figures etc., that you do not wish to be altered by the publisher.
e.g. “Table 5a and 5b must be on the same page.”

III. Paragraph and Character Formatting

<Text>

Section	Font	Alignment
Title: Subtitle	16 point, Times New Roman	Centered
Name of the Author	12 point, Times New Roman	Right-align
Body	11 point, Times New Roman	Justified
Chapter Heading	12 point, Arial	Centered
Subchapter Heading	11 point, Arial	Left-align
Notes, References Heading	10 point, Arial	Left-align
Notes, References	10 point, Times New Roman	Left-align

Note: Insert a new line between the chapter number and subchapter number.

<Tables and Figures>

Section	Font	Alignment
Title	10 point, Arial	Centered
Data	10 point, Times New Roman	Author's option
Notes, References	9 point, Times New Roman	Left-align

Units of measurement	9 point, Times New Roman	Author's option
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Note: Insert a new line between the chapter number and subchapter number.

IV. Proofreading

1. Once submitted, a paper may not be altered or amended, corrections of typographical errors or omissions excepted.
2. Authors are required to proofread two publication drafts of their papers. Any corrections after the submission of the 2nd draft can be made only by the editorial committee or publisher.
3. Corrected versions of the 2nd draft must be returned within 4 days of receipt of the 2nd draft.

All application procedures, announcement of results, acceptance and return of proofs, and all matters regarding the *Bulletin* will be managed by the GSC Office. Schedules will be announced on the GSC Bulletin Board.

(January 20, 2010 by the Graduate School of Commerce Committee)

(January 18, 2012 by the Graduate School of Commerce Committee)

(March 7, 2012 by the Graduate School of Commerce Committee)

(March 6, 2013 by the Graduate School of Commerce Committee)

(July 9, 2014 by the Graduate School of Commerce Committee)

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