

# SUBMISSION GUIDELINES GCBER 2024

## 1. Submission

- The contents of the manuscripts shall be the sole responsibility of the authors.
- The submission manuscript is through Google Form:  
Non-Student ([click here](#))  
Student ([click here](#))
- After passing the desk review process by the Paper Committee, authors will receive email notification regarding the decision on their manuscript.
- Final responsibility for the selection and acceptance of manuscripts for publication rests with the Paper Committee.

## 2. Conference Fee

Once your manuscript has been accepted, payment must be made prior to the issuance of acceptance letter. The payment can be made via:

- **Payment Method A:** Payment Gateway (GCBERSPE)

Visit: <https://paygate.upm.edu.my/action.do?do=>

STEP 1: Click "Make Payment".

STEP 2: Fill in the payment details.

Choose: Payment For -> GCBERSPE

Fill: Details -> GCBER 2024 Registration Fee

- **Payment Method B:** Online Transfer /Cash Deposit Machine (Kira-Kira Am UPM)

The payment can be made via:

Account: Kira-kira Am UPM

Account No.: 8002151963

Bank: CIMB Bank Berhad

Swift Code: CIBBMYKL

Bank Address: CIMB Serdang Perdana, Ground Floor & Mezzanine, No. 33, Jalan SP 2/1, Taman Serdang Perdana 43300 Seri Kembangan, Selangor

Reference: GCBER 2024 Registration Fee

Cost Centre No.: 10601-6440900

PARTICIPANT TYPE	FEE
1. Local Presenter (Non-Student)	RM1,200
2. Local Presenter (Student)	RM600
3. International presenter	US\$350
4. Participant (Local)	RM500
5. Participant (International)	US\$200

### 3. Manuscript Structure

Manuscript should be divided into headed sections (Introduction, Review of Literature, Research Methodology, Results and Discussion and Conclusions) but should not be numbered. The left-hand side margin for the manuscripts should be 4cm. The manuscript should be formatted in one column format with double line spacing throughout. The text and references should be checked thoroughly for errors before submission. It is the responsibility of the author to ensure that the typescript is correct in style, syntax and spelling. The text should be in Times New Roman font size 12. The length of the manuscript should be between 5000 to 7000 words, with tables, illustrations and references (minimum 5 pages excluding footnotes).

#### **4. Manuscript Submission**

Authors are required to send manuscript in PDF file. Authors should submit full paper containing following elements: the title of the manuscript, name(s) of all the authors, institutions, phone and fax number and e-mail address. It must consist of abstract of not more than 200 words and full manuscript including references. The corresponding author must be highlighted. Keywords must also be provided on this page (Not more than five keywords in alphabetical order).

**\*\*GCBER2024 does not accept any articles with similarity index exceeding 25%.**

#### **5. Language (usage and editing services)**

Manuscripts should be written in good English (American or British usage is accepted, but not a mixture of these).

#### **6. Abbreviations**

Any words to be abbreviated should be written in full when first mentioned followed by the abbreviation in parentheses.

#### **7. Illustrations**

All figures and tables should ONLY be in black and white. They should be numbered and headed with short titles (centered). They should not be inserted in the manuscript but supplied after the main body of text. In the text, the position of the figures and tables should be shown by typing on a separate line the words, "Insert Table/Figure X here".

#### **8. Equations and Formulas**

These must be set up clearly and should be typed double spaced. Use the Equation Editor or MathType for equations. If you use Microsoft Word 2007, do not create the equations with the default equation editor but use the Microsoft Equation Editor or MathType. Numbers identifying equations should be in brackets and placed on the right margin of the text.



## 9. Footnotes

Footnotes should be used sparingly. Number them consecutively throughout the article, using superscript Arabic numbers. Do not include footnotes in the Reference list. As for table footnotes, indicate each footnote with a superscript lowercase letter.

## 10. References

References should appear after any appendices, listed in alphabetical order by name(s) of author(s). Manuscripts should follow the APA style. Separate each reference by single spacing. The in-text citation style used is the author's last name and the year of publication, such as (Parker, 2005). For references with more than two authors, the name of the first author followed by 'et al.' should be used.

Example:

- Journal Article: Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>
- Book: Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>
- Website Citation: Bologna, C. (2019, October 31). *Why some people with anxiety love watching horror movies*. HuffPost. [https://www.huffpost.com/entry/anxiety-love-watching-horror-movies\\_L\\_5d277587e4b02a5a5d57b59e](https://www.huffpost.com/entry/anxiety-love-watching-horror-movies_L_5d277587e4b02a5a5d57b59e)