

Author Guidelines

Submission of manuscript to the journal is welcomed at any time of the year. Submission should adhere to our guidelines (see the Manuscript Preparation below and the attached Manuscript Template). Authors should submit their original work with intellectual integrity. If the works/words of others are used, they must be appropriately cited. The manuscript submitted should not have been published before in their current or substantially similar form, or be under consideration for any other publication(s) at the same time. The journal is published twice a year (March & September).

Manuscript Preparation

- IJSMS accepts original manuscript(s) on service management and sustainability. The applications of sciences are encouraged.
- Manuscripts should be typed in single spacing and should not exceed 8000 words in length including references.
- Within the text, scientific names should be in *italic*. Avoid excessive use of *italics* to emphasize text.
- For mathematics equation, equation editor must be used. Each equation should end with a period or comma.
- Authors should be consistent in their use of UK English throughout the manuscript. Please use “spell check” and “grammar check” and also get your manuscript proofread before submission.
- Use at least Microsoft Office 97 (PC version).
- All notes should be endnotes and not footnotes. Notes should not be used for bibliographical information.
- The paper size should be set at 6” x 9” and the margins should be set at 1” (top), 1” (bottom), 0.8” (left) and 0.6” (right).
- Please do not use page numbers, headers and footers.
- The manuscript should include:
 1. **Title:** The title of your paper should be in Arial 14 pt (capitalize each word), bold, centered, and should not exceed 12 words.
 2. **Author’s Name and Affiliation:** The author’s name (capitalize each word) should be centered, using Times New Roman 10 pt. The author’s affiliation (capitalize each word) should be in *italic* and centered, using Times New Roman 10 pt followed by the email address.
 3. **Abstract Heading:** The abstract heading should be in uppercase, bold and centered, using Times New Roman 11pt. The abstract should be in *italic*, justified and must be written in a single paragraph. The abstract should include the objectives, scope, methodology, findings and conclusion of the paper in not more than 200 words. Figures, tables and references should not be cited in the abstract.
 4. **Keywords:** Provide 5-7 keywords (separated by semicolons) in lower case, using Times New Roman 11 pt, justified and should be in *italic*. Keywords should be chosen to best describe the contents of the paper. The word ‘Keyword’ must be in bold.
 5. **Subtitles:** Subtitle 1 should be in Arial 12 pt, bold and Uppercase. There should be a single spacing between the first paragraph of the text and the Subtitle 1. Text under Subtitle 1 should not be indented. Subtitle 2 must be in Arial 11 pt, bold and capitlaize each word. There should be a single spacing before and after the Subtitle 2. Subtitle 3 must also be in Arial 11 pt, bold and sentence case. There should be no spacing after the Subtitle 3. Text under Subtitle 2 and Subtitle 3 must be indented (tab 0.5”). Text para and text should be in Times New Roman 11 pt.
 6. **Figures and Tables:** Figures and tables must be centered and numbered in bold Arabic numerals. Figure and table captions must be centered, bold, in Arial 9 pt. Captions with figure numbers placed after their associated figures. Captions with table numbers must be placed before their associated tables. Contents of the Figure and table are also in Arial 9 pt. Graphics may be presented in colours. Notes below table in Arial 6pt.
 7. **Acknowledgments:** Acknowledgments should be in Times New Roman 11 pt and may be made to individuals or institutions not mentioned elsewhere in the manuscript, that had made important contributions. It may include the information on the research grant received.
 8. **References:** Citation should be in Times New Roman 11 pt and there should be a single spacing in between each citation. It is important to ensure that all works cited in the text are included in the references. A detailed alphabetical list should be provided at the end of the manuscript. Please use APA Publication Manual, 7th ed., Washington, DC. The author-date system should be used for in-text citations. Please visit www.apastyle.org for further information regarding APA style referencing.
- In general, the manuscript can be organized in the following order:
Title; Name of authors; Complete postal address of affiliations; E-mail address of the corresponding author; Abstract; Keywords; Introduction; Literature Review; Methodology; Results and Discussions; Conclusions and Recommendations; Acknowledgment; References.
- Manuscripts in Microsoft Word file (virus free) should be submitted electronically to the Managing Editor (Dr. Stephannie Kuan) at: editorijsms@gmail.com

7th Edition Reference Guide for Journal Articles, Books, and Edited Book Chapters

Journal Article

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period.

Author, A. A., & Author, B. B. (Year). Title of the article.

Name of the Periodical, volume(issue), #–#. <https://doi.org/xxxx>

Capitalize all major words in the periodical name. Follow with a comma. Italicize the periodical name (but not the comma after).

Italicize the volume number. Do not put a space between the volume number and the parentheses around the issue number.

Do not italicize the issue number or parentheses. Follow the parentheses with a comma. **No issue number?** That's okay. Follow the volume number with a comma.

Include the article page range. Use an en dash; do not put spaces around the en dash. End with a period.

Does the article have a DOI? Include a DOI for all works that have one. Do not put a period after the DOI.

Book

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the copyright year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Italicize the title. End with a period.

Author, A. A., & Author, B. B. (Copyright Year). *Title of the book* (7th ed.).

Publisher. DOI or URL

Include the name of the publisher, followed by a period. Do not include the publisher location. **Are there multiple publishers?** If so, separate them with a semicolon.

Does the book have a DOI? Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a period after the DOI or URL.

Does the book have an edition or volume number? If so, include the number in parentheses after the title but before the period. If both, show edition first and volume second, separated by a comma. Do not put a period between the title and the parenthetical information.

Chapter in an Edited Book

