



Merry Siska <merry.siska@uin-suska.ac.id>

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## IJBG\_255410 Submission Acknowledgement

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**Online Submissions** <noreply@indersciencemail.com>

11 Mei 2019 pukul 14.44

Balas Ke: Online Submissions <noreply@indersciencemail.com>, New Submissions Manager  
<news submissions@inderscience.com>

Kepada: "Mrs. Merry Siska" <merry.siska@uin-suska.ac.id>

Dear Mrs. Merry Siska,

Thank you for submitting your article entitled "Risk Assessment and Management Tools for Manual Handling Proactively in Making Paving Blocks" (Submission code: IJBG-255410) for the International Journal of Business and Globalisation (IJBG).

Your article has been processed to be refereed.

You can track the progress of your article by logging in at the following Web page:

URL: <http://www.inderscience.com/ospeers/login.php>

Username: merrysiska

Temporary Password: november79

This is a temporary password that you are requested to change at your earliest convenience. You must change your password before you can receive review reports from our review committee.

How long will take to review your article?

This depends on the journal. You should directly contact the editor of the journal if you haven't received any communication from the editor after six months of submission. If you do not receive a satisfactory reply from the journal editor, please contact [submissions@inderscience.com](mailto:submissions@inderscience.com)

There are no charges for publishing with Inderscience, unless you require your article to be Open Access (OA). If you receive an email requesting payment in relation to your article (for example for editing or reviewing services), then you should ignore and delete the email – it is not a legitimate Inderscience email. If you are unsure, you can check with us at: [submissions@inderscience.com](mailto:submissions@inderscience.com)

If you are considering publishing an Open Access article with us, remember that we will never request payment before your paper has been accepted.

Thank you for your interest in our journal.

Best regards,

pp. IJBG Editor  
Inderscience Publishers Ltd.  
[news submissions@inderscience.com](mailto:news submissions@inderscience.com)



Merry Siska <merry.siska@uin-suska.ac.id>

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## IJBG\_255410 Submission Acknowledgement

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**Merry Siska** <merry.siska@uin-suska.ac.id>

12 Juni 2019 pukul 23.31

Kepada: New Submissions Manager <news submissions@inderscience.com>

Dear IJBG Editor,

If you don't mind, I wanna know about my article entitled "Risk Assessment and Management Tools for Manual Handling Proactively in Making Paving Blocks" (Submission code: IJBG-255410) for the International Journal of Business and Globalisation (IJBG). Has my paper been reviewed?

Thank you so much for your information.

Regards

Merry Siska

[Kutipan teks disembunyikan]



Merry Siska <merry.siska@uin-suska.ac.id>

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## IJBG\_255410 Submission Acknowledgement

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**News submissions** <news submissions@athenaeservices.com>  
Kepada: Merry Siska <merry.siska@uin-suska.ac.id>

13 Juni 2019 pukul 17.44

Dear Author,

Your paper is under review.

The review of the paper takes approx. six months. It all depends on how fast the reviewers accept the invitation, and return their comments.

You should periodically login to <http://www.inderscience.com> and from <http://www.inderscience.com/opeers/admin/user> follow the menu links:

Author -> Track -> View Review Progress

The editor will notify you by email when the first round of review has been completed.

Best regards,

Mellan

[news submissions@inderscience.com](mailto:news submissions@inderscience.com)

[Kutipan teks disembunyikan]



Virus-free. [www.avast.com](http://www.avast.com)



## Refereeing Process: Editor comments IJBG-255410

Inderscience Publishers <noreply@indersciencemail.com>

21 Oktober 2019 pukul 04.21

Balas Ke: Inderscience Publishers <noreply@indersciencemail.com>, Submissions Manager  
<submissions@inderscience.com>

Kepada: Mr Afdhal Helmansyah Bakar <afdhalafdhal.ahb@gmail.com>, Mrs Vera Devani <vera.devani@uin-suska.ac.id>, Mrs Rika <rika@uin-suska.ac.id>, Mr Ihsan Hamdy <ihsan.hamdy@uin-suska.ac.id>, Mr Dedy Irawan <dedyirawan@uin-suska.ac.id>, Merry Siska <merry.siska@uin-suska.ac.id>, "Prof. Kamariah Ismail" <md@scientiaacademia.com.my>

Dear Author(s),

We have received the review reports for your paper "Risk Assessment and Management Tools for Manual Handling Proactively in Making Paving Blocks".

We require now that you implement in your submission the following recommendations made by the reviewers:

Reviewer A Comments:

=====

Suggestions which would improve the quality of the paper but are not essential for publication:

1. This paper decide case study and name of company. it is suggested the aouhor need to get permission put the name of company in this paper
2. this study should be explore benchmarking cost of several product related this reserach
3. We do not fine Anthropometry data in this research

Changes which must be made before publication:

grammatical error

Reviewer B Comments:

=====

Changes which must be made before publication:

Please clearly mention the theory which used to build-up relationship among variables.

It is suggested to cite the update studies in literature and also support study results with previous results.

Overall OK

NOTE: Please send an email to the editor to acknowledge the reception of this email notification. The editor needs to make sure that messages reach the authors and don't delay the review process.

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Instructions

- 1) To help the reviewer(s) verify that you have made the required corrections, please append a point-by-point report detailing how the changes have been made in line with each reviewer's comments at the beginning of your revised manuscript.
- 2) Responses to reviewers' comments and the revised manuscript must go together in the same single MS Word or PDF file, without revealing authors' identifications.
- 3) AUTHORS MUST INCLUDE IN THEIR REVISED MANUSCRIPT ALL THE REVISIONS, EDITING AND CORRECTIONS REQUIRED BY ALL REFEREES, OTHERWISE THEIR SUBMISSIONS WOULD NOT BE FURTHER PROCESSED AND WOULD BE REJECTED.
- 4) Append figures, images and tables at the end of your revised manuscript.
- 5) To upload your revised manuscript, please:  
Login via <http://www.inderscience.com/ospeers/login.php>  
(if you do not remember your username or password, you can recover it via <http://www.inderscience.com/forgotpw.php>)  
Then point your browser to <http://www.inderscience.com/ospeers/admin/author/articlestatus.php?id=255410> and scroll-down to find the input box "Author's revised version of file".  
Click on 'Browse...' to select the revised document to be submitted and click 'Upload'.
- 6) Click on "Editor/Author Comments" to access the referee(s) comments and possible annotated files.
- 7) We advise you to use MS Word to edit your submission and make sure that the revisions within the document are presented as "tracked changes" so they would be more easily seen by the editor and the reviewers. It is preferable that you upload your revised manuscript using a MS Word file. If you use LaTeX, please mark your changes as text in colour

and provide a PDF file of your article and the response to the reviewers.

To remove the personal information about tracked changes in MS Word:

In Word 2007: Round Office button -> Prepare -> Inspect Document -> Inspect -> Document Properties and Personal Information -> Remove All -> Close

In Word 2010 and later: File > Check for Issues -> Inspect Document -> Inspect -> Document Properties and Personal Information -> Remove All -> Close

If you have problems uploading the file with your revised manuscript please contact [submissions@inderscience.com](mailto:submissions@inderscience.com) indicating the submission ID of your article.

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NOTES:

- In general we expect to receive your revised manuscript within three months or by the revision deadline established by the editor. Please contact the editor if you will take more than three months to resubmit your revised manuscript.
- It is the publisher's policy to give authors the opportunity to revise and improve their submitted papers to be accepted for publication, as requested by the referees. Please note that all the revisions, editing and English correction requested have to be made and accepted by the referees otherwise the paper will be rejected at any stage of the refereeing process.

Your prompt attention is much appreciated.

Prof. Kamariah Ismail  
Int. J. of Business and Globalisation (IJBG)  
[submissions@inderscience.com](mailto:submissions@inderscience.com)



Merry Siska <merry.siska@uin-suska.ac.id>

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## Refereeing Process: Editor comments IJBG-255410

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**Inderscience Publishers** <noreply@indersciencemail.com>

9 Desember 2019 pukul 23.48

Balas Ke: Inderscience Publishers <noreply@indersciencemail.com>, Submissions Manager  
<submissions@inderscience.com>

Kepada: Mr Afdhal Helmansyah Bakar <afdhalafdhal.ahb@gmail.com>, Mrs Vera Devani <vera.devani@uin-suska.ac.id>, Mrs Rika <rika@uin-suska.ac.id>, Mr Ihsan Hamdy <ihsan.hamdy@uin-suska.ac.id>, Mr Dedy Irawan <dedyirawan@uin-suska.ac.id>, Merry Siska <merry.siska@uin-suska.ac.id>, "Prof. Kamariah Ismail" <md@scientiaacademia.com.my>

Dear Author

You must follow UK English spelling and get your paper proofread from UK English expert. There are many grammatical errors. For example, in UK english it is "analyse" not 'analyze'. analyze is american english.

One more thing, you have to cite one of following papers in your paper specially in methodology part:

1- Dana, L.P. & Dumez, H. (2015). Qualitative Research Revisited: Epistemology of a Comprehensive Approach, International Journal of Entrepreneurship & Small Business 26 (2), October 2015, pp. 154-170.

2- Dana, L.P. & Dana, T.E. (2005). Expanding the Scope of Methodologies Used in Entrepreneurship Research, International Journal of Entrepreneurship & Small Business 2 (1), 2005, pp. 79-88.

You have one week to make corrections.

Prof. Kamariah Ismail  
Int. J. of Business and Globalisation (IJBG)  
[submissions@inderscience.com](mailto:submissions@inderscience.com)



Merry Siska <merry.siska@uin-suska.ac.id>

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## Editorial Review Author Response IJBG\_255410

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**Merry Siska** <merry.siska@uin-suska.ac.id>

16 Desember 2019 pukul 07.56

Kepada: Managing Director SA Malaysia <MD@scientiaacademia.com.my>

Dear Prof,

Thank you for the information. Here I send you my revised paper IJBG-255410.

Best regards

Merry Siska

[Kutipan teks disembunyikan]



**Revised 3rd Merry Siska.doc**

2266K



Merry Siska <merry.siska@uin-suska.ac.id>

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## Editorial Review Author Response IJBG\_255410

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**Managing Director SA Malaysia** <MD@scientiaacademia.com.my>  
Kepada: Merry Siska <merry.siska@uin-suska.ac.id>

16 Desember 2019 pukul 19.47

Dear Siska,

Unfortunately there are still grammatical and English mistakes, you can there are still few words are as per American English. We follow UK English. In your paper see, **optimization, organization, utilized, harmonize etc.**

Kindly change it and send me again.

--

**Best Regards**

**Dr. Muhammad Wasim Akram**  
**Managing Director | Scientia Academia**  
Email: [MD@scientiaacademia.com.my](mailto:MD@scientiaacademia.com.my)

[Kutipan teks disembunyikan]





Merry Siska <merry.siska@uin-suska.ac.id>

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## Re: Editorial Review Author Response IJBG\_255410

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Managing Director SA Malaysia <MD@scientiaacademia.com.my>

26 Desember 2019 pukul 00.58

Kepada: Merry Siska <merry.siska@uin-suska.ac.id>

Cc: Leo Dana <professordana@gmail.com>

Dear Siska,

Yes now your paper is grammatically Ok and you have used UK English and cited Prof Dana LP papers and incorporated reviewers comment.

Now you can upload this paper in Inderscience portal.

--

**Best Regards**

**Prof Dr. Kamariah Ismail**

**| Scientia Academia**

Email: [MD@scientiaacademia.com.my](mailto:MD@scientiaacademia.com.my)

Web: [www.scientiaacademia.com.my](http://www.scientiaacademia.com.my)

[www.facebook.com/my/scientiaacademia](https://www.facebook.com/my/scientiaacademia)

Mobile: +60 1137 3722 71



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**From:** Merry Siska <[merry.siska@uin-suska.ac.id](mailto:merry.siska@uin-suska.ac.id)>  
**Sent:** Wednesday, 25 December, 2019 12:40 AM  
**To:** Managing Director SA Malaysia <[MD@scientiaacademia.com.my](mailto:MD@scientiaacademia.com.my)>  
**Subject:** Re: Editorial Review Author Response IJBG\_255410

Dear Prof,

Thank you for the information. Here I send you my 5th revised paper IJBG-255410.

Best regards

Merry Siska

Pada tanggal Sel, 24 Des 2019 pukul 00.51 Managing Director SA Malaysia <[MD@scientiaacademia.com.my](mailto:MD@scientiaacademia.com.my)> menulis:

Dear Siska,

I have checked your paper writing, there are still 2 words “**Organization**” in table 3 and 6. Plz change it “organisation” and then upload it.

--

**Best Regards**

**Dr. Muhammad Wasim Akram**  
**Managing Director | Scientia Academia**  
Email: [MD@scientiaacademia.com.my](mailto:MD@scientiaacademia.com.my)

Web: [www.scientiaacademia.com.my](http://www.scientiaacademia.com.my)

[www.facebook.com/my/scientiaacademia](https://www.facebook.com/my/scientiaacademia)

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**From:** Merry Siska <[merry.siska@uin-suska.ac.id](mailto:merry.siska@uin-suska.ac.id)>  
**Sent:** Sunday, 22 December, 2019 4:55 AM  
**To:** Managing Director SA Malaysia <[MD@scientiaacademia.com.my](mailto:MD@scientiaacademia.com.my)>  
**Subject:** Re: Editorial Review Author Response IJBG\_255410

Dear Prof,

Thank you for the information. Here I send you my 3rd revised paper IJBG-255410.

Best regards

Merry Siska

Pada tanggal Rab, 18 Des 2019 pukul 23.24 Merry Siska <[merry.siska@uin-suska.ac.id](mailto:merry.siska@uin-suska.ac.id)> menulis:

Thank you, I will do that.

Pada tanggal Sen, 16 Des 2019 19:48 Managing Director SA Malaysia <[MD@scientiaacademia.com.my](mailto:MD@scientiaacademia.com.my)> menulis:

Dear Siska,

Unfortunately there are still grammatical and English mistakes, you can there are still few words are as per American English. We follow UK English. In your paper see, **optimization, organization, utilized, harmonize etc.**

Kindly change it and send me again.

--

**Best Regards**

**Dr. Muhammad Wasim Akram**  
**Managing Director | Scientia Academia**  
Email: [MD@scientiaacademia.com.my](mailto:MD@scientiaacademia.com.my)

Web: [www.scientiaacademia.com.my](http://www.scientiaacademia.com.my)

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**From:** Merry Siska <[merry.siska@uin-suska.ac.id](mailto:merry.siska@uin-suska.ac.id)>  
**Sent:** Monday, 16 December, 2019 5:56 AM  
**To:** Managing Director SA Malaysia <[MD@scientiaacademia.com.my](mailto:MD@scientiaacademia.com.my)>  
**Subject:** Re: Editorial Review Author Response IJBG\_255410

Dear Prof,

Thank you for the information. Here I send you my revised paper IJBG-255410.

Best regards

Merry Siska

Pada tanggal Sen, 9 Des 2019 pukul 23.56 Managing Director SA Malaysia <[MD@scientiaacademia.com.my](mailto:MD@scientiaacademia.com.my)> menulis:

Dear Siska,

You must follow UK English spelling and get your paper proofread from UK English expert. There are many grammatical errors. For example, in UK English, the word is "analyse" not 'analyze'.

One more thing, you have to cite one of following papers in your paper specially in methodology part:

1- Dana, L.P. & Dumez, H. (2015). Qualitative Research Revisited: Epistemology of a Comprehensive Approach, International Journal of Entrepreneurship & Small Business 26 (2), October 2015, pp. 154-170.

2- Dana, L.P. & Dana, T.E. (2005). Expanding the Scope of Methodologies Used in Entrepreneurship Research, International Journal of Entrepreneurship & Small Business 2 (1), 2005, pp. 79-88.

You have one week to make corrections.

--

**Best Regards**

**Prof Dr. Kamariah Ismail**

**Scientia Academia**

Email: [MD@scientiaacademia.com.my](mailto:MD@scientiaacademia.com.my)

Web: [www.scientiaacademia.com.my](http://www.scientiaacademia.com.my)

[www.facebook.com.my/scientiaacademia](http://www.facebook.com.my/scientiaacademia)

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**From:** Online Submissions <noreply@indersciencemail.com>  
**Sent:** Monday, 2 December, 2019 10:37 AM  
**To:** Prof. Kamariah Ismail <md@scientiaacademia.com.my>; Merry Siska  
<merry.siska@uin-suska.ac.id>  
**Subject:** Editorial Review Author Response IJBG\_255410

Dear Prof. Kamariah Ismail,  
International Journal of Business and Globalisation (IJBG)

I have made the requested changes and uploaded a revised Author Version, as well as noting those changes in the "Editor/Author" Comments.

Regards,

Author Merry Siska



**5th Revised of Merry Siska's paper.doc**  
2267K



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## IJBG-255410 - author agreement

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**Acceptedsubmissions** <acceptedsubmissions@athenaeservices.com>

2 Januari 2020 pukul 16.13

Kepada: merry.siska@uin-suska.ac.id, afdhalafdhal.ahb@gmail.com, veradevani@gmail.com, rikataslim@gmail.com, m.ihsanhamdy@uin-suska.ac.id

Dear Author(s)

We have received your paper ' Risk Assessment and Management Tools for Manual Handling Proactively in Making Paving Blocks' for publication in International Journal of Business and Globalisation.

A paper cannot be processed for publication without a signature from every author on a Copyright Agreement Form .

If there is more than one author for a paper every author must sign. It is not acceptable for one author to sign on behalf of all authors.

The form can be downloaded from the Inderscience website at: <http://www.inderscience.com/www/authoragree.pdf> and can be printed and signed before scanning, or digitally signed following the instructions on the website.

Please go to :

[http://www.inderscience.com/info/inauthors/author\\_copyright.php](http://www.inderscience.com/info/inauthors/author_copyright.php) where you can ensure you are complying with the copyright agreement terms.

Please ensure :

1. All authors' names appear on the form in the order they are shown on the paper (even if you upload more than one form).
2. The paper title matches the accepted manuscript.
3. The journal name is added.
4. All authors sign a form.

Your immediate response would be appreciated.

Thank you for your cooperation.

Best regards,  
Debbie Serviano  
Online Submissions Manager  
[acceptedsubmissions@inderscience.com](mailto:acceptedsubmissions@inderscience.com)

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### 2 lampiran

 **authoragree.pdf**  
202K

 **instruction.pdf**  
429K



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## Final Refereeing Decision IJBG\_255410

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Inderscience Publishers <noreply@indersciencemail.com>

1 Januari 2020 pukul 01.09

Balas Ke: Inderscience Publishers <noreply@indersciencemail.com>, Submissions Manager  
<submissions@inderscience.com>

Kepada: afdhalafdhal.ahb@gmail.com, merry.siska@uin-suska.ac.id, vera.devani@uin-suska.ac.id, rika@uin-suska.ac.id, ihsan.hamdy@uin-suska.ac.id, dedyirawan@uin-suska.ac.id, Editor <lp.dana@montpellier-bs.com>, Handling Editor <md@scientiaacademia.com.my>

Dear Afdhal Helmansyah Bakar, Merry Siska, Vera Devani, Rika, Ihsan Hamdy, Dedy Irawan,

Ref: Submission "Risk Assessment and Management Tools for Manual Handling Proactively in Making Paving Blocks"

Congratulations, your above mentioned submitted article has been refereed and accepted for publication in the International Journal of Business and Globalisation. The acceptance of your article for publication in the journal reflects the high status of your work by your fellow professionals in the field.

You need now to login at <http://www.inderscience.com/login.php> and go to <http://www.inderscience.com/ospeers/admin/author/articlelist.php> to find your submission and complete the following tasks:

1. Save the "Editor's post-review version" on your local disk so you can edit it. If the file is in PDF format and you cannot edit it, use instead your last MS Word revised version, making sure to include there all the review recommendations made during the review process. Rename the new file to "authorFinalVersion."
2. Open the "authorFinalVersion" file and remove your reply or any response to reviewers that you might have in the front of your article.
3. Restore the author's identification, such as names, email addresses, mailing addresses and biographical statements in the first page of your local file "authorFinalVersion."
4. IMPORTANT: The paper is accepted providing that you, the author, check, edit and correct the English language in the paper. Please proofread all the text and make sure to correct any grammar and spelling mistakes.
5. Save your changes in the file "authorFinalVersion" and use the "Browse" and "Upload" buttons to upload the file on our online system.
6. Click on "Update Metadata" to correct the title, abstract and keywords according the recommendations received from the Editor. You must make sure that the title, abstract and keywords are totally free of English Spelling and Grammar errors. Do not forget to click the "Update" button to save your changes.
7. Once you have updated the metadata, check the box "Yes."
8. Upload a zipped file with the Copyright Agreement forms signed by each author. We need a signed author agreement form for every author and every co-author. Please insert the full names of all authors, reflecting the name order given in the article.
9. To see a sample of real articles that have been published in the International Journal of Business and Globalisation visit <http://www.inderscience.com/info/ingeneral/sample.php?jcode=ijbg>.

Finally click on the "Notify Editor" button to let the editor know that you have completed the six tasks.

Your continuing help and cooperation is most appreciated.

Best regards,

Prof. Leo Paul Dana  
Editor of International Journal of Business and Globalisation  
Inderscience Publishers Ltd.  
[submissions@inderscience.com](mailto:submissions@inderscience.com)





Merry Siska <merry.siska@uin-suska.ac.id>

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## Publication Progress of IJBG-255410

---

**Merry Siska** <merry.siska@uin-suska.ac.id>  
Kepada: norma@ielan.com

31 Januari 2020 pukul 23.28

Dear Prof,

I would like to know about my article **IJBG-255410, Risk Assessment and Management Tools for Manual Handling Proactively in Making Paving Blocks.**

How about the publishing progress of this article?

Thank you so much

Regards  
Merry Siska



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## IJBG 0X0Y0X SISKA\_255410 (Prof. Kamariah Ismail et al) proof of paper for checking

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proofs.inderscience@allsetbposervices.com <proofs.inderscience@allsetbposervices.com>

3 Februari 2020 pukul  
22.36

Kepada: merry.siska@uin-suska.ac.id

### PROOF OF PAPER FOR CHECKING

**Title: Risk assessment and management tools for manual handling proactively in manufacturing paving blocks**

Dear Author

I attach the proofs of your paper for inclusion in the International Journal of Business and Globalisation to be published by Inderscience Publishers.

**Please check the paper and confirm acceptance or let me have any amendments/ changes within 2 weeks of the date of this e-mail.**

Where there is more than one author, please indicate who is the corresponding author if not already shown and kindly respond to any queries in the paper.

**Please ensure that you send ALL amendments with your reply as it is unlikely that any further changes will be possible. You will be sent a final revised version to approve after your amendments have been incorporated.**

**Detailed requirements for the Abstract and Keywords** can be found on the Inderscience website [www.inderscience.com](http://www.inderscience.com) under Notes for Authors

- **Abstract:** approximately 100 words, maximum 150.
- **Keywords:** approximately 10-15 words or phrases.  
**Keywords are important for online searching.** The Importance of Keywords. Metadata (title/author details/abstract/keywords) is a vital part of any paper, since, in our online world, it is the metadata which is freely available to all users and is sent to many and varied online sources, from which users undertaking online searches will trace the paper. If you want your paper retrieved by the maximum number of people, the metadata is vital. The **Keywords** field is essential in that this is the most frequently searched field if search results.
- **Biographical notes:** approximately 100 words per author, maximum 150.

**To ensure the publication schedule is maintained and in the event of you not replying within this timescale, contact will be made with the Editor of the issue and it is possible that the paper will be held back from publication.**

**It is the policy of Inderscience Publishers not to publish any papers unless final approval of the edited copy has been obtained from the author.**

May we ask you to indicate your amendments using one of the following:

- list the corrections/amendments in an MS Word file (see attached)
- make annotations on the PDF
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