

## **PAPER SUBMISSION GUIDELINES**

- Authors are responsible for the originality and the linguistic accuracy of manuscripts. The submitted articles **should have not been** published in another journal/conference/magazine.
- Manuscripts should be in **English**
  - Font Type : Times New Roman
  - Font size : 12
  - Line Spacing : Single column 1.5
  - Paper Size : **B5 paper**
  - Margin : 0.8 inch on all four sides of the paper.
- Manuscript of the paper should have a **cover page** providing the below details :
  - Title of the Study (14pt)**
  - Name(s) (12pt)
  - Affiliation(s)
  - Addresses
  - Phone number(s)
  - E-mail addresses (11pt, italic) of all the authors.*
- **The Abstract** (include the problem, purpose, methodology, findings and the contribution)
  - Font Size : 11
  - Alignment : Justified
  - Word Limit : Should not exceed 150 words
- **Keywords**
  - Maximum of five (05) keywords tightly related to the topic should be given.
- The manuscript may organize under the headings of;
  - Introduction**
  - Literature Review**
  - Methods**
  - Findings of the Study**
  - Discussion and Recommendation**
  - References**
- Three categories of heading are defined:
  - Heading 1** (Bold, Left, and 14pt)
  - Heading 2** (Bold, Left, 12pt)
  - Heading 3** (Italic, Left, 12pt)
  - Note:* Keep 10 point space before the paragraph for each level of headings.

- **Tables and figures** are to be numbered and directly placed in the text as follows:

**Naming Tables;**

Table 1: Title in bold, 12pt, placed above the table.

**Naming Figures;**

Fig 1: Title in bold, 12pt, placed below the figure.

*Note:* The source should be placed right below the figure or the table; in Times New Roman, 11pt, Italic.

- **Formulas** are to be numbered in Times New Roman, 11pt, align to the right margin next to the formula.
- If it is needed to acknowledge somebody or an institution, it should be mentioned between the conclusion and references.
- **Footnotes and endnotes** should not be used for citations. Citations and references should be in accordance with the APA 6<sup>th</sup> format.
- **Maximum pages** of the full paper should be limited to 15 pages.

*For manual submission:* [icbi@kln.ac.lk](mailto:icbi@kln.ac.lk)

*For online submission:* [www.kln.ac.lk/fcms/icbi2017](http://www.kln.ac.lk/fcms/icbi2017)

## **SAMPLE FORMAT - FULL PAPER**

*Single Author*

### **Title of the Study**

Hemantha, S. E.

Professor

Department of Commerce and Financial Management

Faculty of Commerce and Management Studies

University of Kelaniya

Sri Lanka

071-1234567

[hemantha@kln.ac.lk](mailto:hemantha@kln.ac.lk)

*More than One Author*

### **Title of the Study**

Hemantha, S. E.<sup>1</sup> and Wickramasinghe, P.<sup>2</sup>

Professor<sup>1</sup>

Department of Commerce and Financial Management

Faculty of Commerce and Management Studies

University of Kelaniya

Sri Lanka

071-1234567

[hemantha@kln.ac.lk](mailto:hemantha@kln.ac.lk)

Senior Lecturer<sup>2</sup>

Department of Commerce and Financial Management

Faculty of Commerce and Management Studies

University of Kelaniya

Sri Lanka

076-3456789

[Wickramasinghe@kln.ac.lk](mailto:Wickramasinghe@kln.ac.lk)

**Abstract**

**Introduction**

**Literature Review**

**Methods**

**Findings of the Study**

**Discussion and Recommendation**

**References**