



## ***Author Guidelines***

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Please make sure to read and incorporate all guidelines and formatting instructions before you submit the manuscript, and the author(s) should prepare their manuscript(s) according to the following guidelines.

### **Submission**

- Manuscripts should submit only through the **conference management system (CMT)**.
- **Should submit author details on a separate page. Use the "Author Information Sheet".**
- **To facilitate the blind review process, remove ALL author identifying information from the uploaded document, including the acknowledgements.**
- Submit the manuscript as a **Microsoft Word file**.

### **General Guidelines**

- Manuscript must be written in **English** and **MS WORD** format.
- The **maximum word limit** for the full paper is **4000 - 8000 words** including references.
- Should use **APA (7) style** for in-text citations and end-textreferencing.
- **Footnotes and endnotes** should not be used for citations.
- The papers that are submitted to SLFE 2024 must NOT have been previously presented, scheduled for presentation, published, or accepted for publication by any other publisher or organization.
- **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.
- Number each page of the manuscript.
- Papers that are not formatted in accordance with the given guidelines will not be reviewed.
- Please contact [slfe@kln.ac.lk](mailto:slfe@kln.ac.lk) if submitters have any questions about the submission process and for other queries.

### **Abstract**

- Abstract of the manuscript should include the purpose of the study, research method/s, key findings implications and future research directions, if any.
- Should not exceed **200 words**.
- Formatting: **Single column, 1.15 spacing, Times New Roman, font size 11 pt**

## Keywords

- The abstract must be followed by a **three to five (3-5)** list of keywords.
- These should be arranged in alphabetical order and be separated by commas with a full stop at the end.

## Structure of the Manuscript

The manuscript may structure under the following sections of;

- Introduction
- Literature Review | Conceptualization & Hypotheses Development
- Research Methods
- Findings and Discussion
- Conclusion | Limitations & Future Research Directions
- References

## Formatting Guidelines

Format	: Typed in MS word
Language	: English
Page Size	: B5
Font Style	: Times New Roman
Font Size	: 12 (Body of the manuscript)
Line Spacing	: Single column, 1.5
Margin	: 1-inch margin on all sides

## Specific Guidelines

- Manuscript Title: **Times New Roman, 12pt, Bold, Title Case**
  - Should be clear, succinct but informative.
  - Avoid abbreviations

- 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 number and directly placed in the text as follows:

### Captions for Tables:

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

### Captions for 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.