

# International Conference on Business Management 2017 (ICBM 2017)

Colombo, Sri Lanka

8<sup>th</sup> December 2017

## Authors Guideline

Reading through these guidelines will give you the style guidelines that you need to apply to your paper. The authors should adhere to these guidelines when preparing a full paper to be submitted to the ICBM 2017. The deadline for paper submission is available in the ICBM website. Earlier submission is encouraged as it helps us to manage the review process in a timely manner.

Please note that paper submission guidelines should strictly be followed by the authors. Author (s) should affirm that the material has not published previously. It has not been submitted to another conference, and it is not under consideration by any journal.

## General requirements and Format

Length:	The paper should be 4000 – 6000 words. Word count includes everything: abstract, text, footnotes, references, tables and figures.
Line Spacing:	The paper must be 1.5 spaced.
Margins:	one-inch margins
Font size:	12-point Times New Roman font
Page size:	A4 paper.
Typeset text:	Use normal capitalization within the text and do not use bold face for emphasis. Italics are acceptable. Please use of footnotes if necessary. Endnotes are not permitted.
Language:	All papers must be in good English. Please proof read carefully your paper. Authors for whom English is a second language may choose to have their manuscript professionally edited before submission to improve the English.

## Paper Title:

The Title of the Paper should be Times New Roman 14 with upper- and lowercase letters in bold font.

## Authorship:

All authors should be listed on the first page after the title (only for Camera ready paper). The corresponding author is responsible for ensuring that all authors have seen, approved and are

fully conversant with the contents of the paper. All authors are responsible for the accuracy of the manuscript, including all statistical calculations.

Author name(s) affiliation(s) and emails should be appeared after the title as follows:

Lead Author (Times New Roman 12)

*Institute and Country* (Italic, Times New Roman 12 with upper- and lowercase letters)

*author@email.com* (Italic Times New Roman 12)

Co-Author One (Times New Roman 12)

*Institute and Country* (Italic Times New Roman 12 with upper- and lowercase letters)

*co-authorone@email.com* (Italic Times New Roman 12)

Co-Author Two (Times New Roman 12)

*Institute and Country* (Italic Times New Roman 12 with upper- and lowercase letters)

*co-authortwo@email.com* (Italic Times New Roman 12)

\*Corresponding author should be marked with asterisk

### **Abstract:**

The abstract should be included on the first page of the manuscript in 10 points, Times New Roman in *italic* and should be 300 to 350 words in length. It should highlight the key features of your manuscript. The abbreviations and jargon that might be unfamiliar to those outside of your discipline should be avoided.

### **Keywords:**

Include up to 5 keywords, Times New Roman 10 in bold font. Choose these carefully as they may ultimately be used by search engines to access your paper.

### **Headings and Subheadings:**

Headings and Subheadings should not be numbered. Major “first” headings should be left align and displayed in capital letters with bold font on a dedicated line. “Second”-level headings should be left align on a dedicated line with upper and lowercase letters in bold font. “Third”-level headings should be embedded in the paragraph with upper and lowercase letters in bold font followed by a colon. Do not use any further levels of heading.

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Example:

<b>INTRODUCTION</b>	First level
<b>Corporate Governance in Sri Lanka</b>	Second level
<b>The Case of SME:</b>	Third level

## Figures

Figures should be numbered consecutively throughout the paper and not numbered according to the section in which they appear. Figure captions should appear below the figure. It is preferable to paste images into your document as .gif or .jpg format. Please ensure figures fit between the margins and are referenced in the text. Please do not use the words like “in the above Figure” or “Figure below” or any other reference of directionality throughout the text.

All figures must be supplied at the correct resolution. Note that linked diagrams, inserted from other packages, cause particular problems when typesetting and therefore please do not insert linked diagrams. The figure below gives information about the placing of figures.

*Figure 1: Caption (Times New Roman, 10pt, centered)*

Figures should be placed where you would like them to appear in the text. All figures should be centered on the page.

## Tables

Number tables consecutively. Create tables using the table option of your word processing package. Do not use tabs and spaces. Please ensure tables fit between the margins and are referenced in the text. Please do not use the words like “in the above Table” or “Table below” or any other reference of directionality throughout the text. See the example below.

**Table 1: Caption (Times New Roman, 12pt, bold and centered)**

## Footnotes

Use footnotes not endnotes whenever necessary. Footnotes should match with a superscript number at the end of the sentence referencing the source. You should begin with “1” and continue numerically throughout the manuscript.

## Hypotheses

State each hypothesis that you tested fully and separately. Give it a distinct number (Hypothesis 1) or number-letter (Hypothesis 1a) label.

Examples:

*Hypothesis 1a: There is a positive correlation between the availability of hours for work and the productivity of employees.*

*Hypothesis 1b: Worker satisfaction increases worker productivity*

### **Statistical Significance**

When statistical significance is explored, report significance levels in separate footnotes placed in a stack under your regular table footnotes.

### **Equations**

Equations should be numbered consecutively with numbers in brackets on the right. Leave single spacing above and below equations, like shown in equation (1).

### **CITATIONS**

These are your in-text, in parentheses, identifications of other research. Every work that has a citation needs to have a corresponding reference (see “References,” below).

Citations of papers should include the name(s) of author(s) and the year of publication, e.g. Silva (1995) or (Silva, 1995). References to papers with more than two authors should be in the form of the first author’s name followed by ‘et al.’-, e.g. Perera et al. (1999) or (Perera et al., 1999). For multiple citations of publications by the same author in the same year append a letter after the date to distinguish different citations.

### **CONCLUSION**

It is also important that your work is presented in a professional fashion. This guideline is intended to help you achieve that goal. By adhering to the guideline, you also help the conference organizers tremendously in reducing our workload and ensuring impressive presentation of your conference paper. We thank you very much for your cooperation and look forward to receiving a professional looking, paper.

### **REFERENCES**

References to other publications should be in Harvard style. They should contain full bibliographical details in alphabetical order at the end of the manuscript. In the reference list, all authors should be included. (Times New Roman, 10pt, left aligned).

Ensure that all references are present, complete, and accurate as per the examples.

For books: Surname, Initials (Year of Publication), Title, Publisher, Place of Publication.

Example:

Casson, M. (1979), *Alternatives to the Multinational Enterprise*, Macmillan, London.

For chapters in edited books: Surname, Initials (Year), “Title”, in Editor’s Name, Initials (Ed.), *Title*, Publisher, Place, Pages.

**Example:**

Bessley, M. and Wilson, P. (1984), “Public policy and small firms in Britain,” in Levicki, C. (Ed.), *Small Business Theory and Policy*, Croom Helm, London, pp. 111-126.

For articles: Surname, Initials (Year), “Title”, *Journal Name*, Volume, Number, Pages.

**Example:**

Fox, S. (1994), “Empowerment as a catalyst for change: an example from the food industry”, *Supply Chain Management*, Vol. 2, No. 3, pp. 29-33.

For electronic sources: The URL of the web site at which they may be found along with the date of latest access.

**Example:**

Abhiman, D., Subhash, C., and Ray, A. (2009). Labor-use efficiency in Indian banking: A branch -level analysis. *Omega*, 37(2), 411-425. <http://dx.doi.org/10.1016/j.omega.2007.05.02>