Full Paper/ Working Paper/ Concept Paper – Author Guideline

The authors should adhere to the given guidelines when preparing a full paper/ working paper/ concept paper to be submitted to the ICBM 2024. *(Click here for important days)* Early 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 authors. Author (s) should affirm that the material has not published previously.

General Requirements and Format

Length:	The paper should be 6000 – 8000 words excluding references. Word count includes everything: abstract, text, footnotes, 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 correct scientific English. Authors may choose to have their manuscript professionally edited, to improve the language, before submission.
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 appear after the title as follows:

Lead Author, Co-Author One, Co-Author Two (Times New Roman 12)

Full affiliation of first author, including country (Italic, Times New Roman 10 with upper- and lowercase letters, centered,), e-mail Address (Italic, Times New Roman 10)

Full affiliation of the first co-author, including country (Italic, Times New Roman 10 with upper- and lowercase letters, centered,),), e-mail Address (Italic, Times New Roman 10)

Full affiliation of the second co- author, including country (Italic, Times New Roman 10 with upper- and lowercase letters, centered,),), e-mail Address (Italic, Times New Roman 10)

*Corresponding author should be marked with asterisk.

Abstract:

The abstract should be included on the first page of the manuscript in 10 points, spacing 1.0, 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.

Example:

INTRODUCTION – First level

Corporate Governance in Sri Lanka – Second level

The Case of SME: – Third level

Figures

Your figures should be numbered consecutively throughout the paper and not numbered according to the section in which they appear. The figure captions should appear before 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, 12pt, 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. Tables should be in editable format. 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

Your equations should be numbered consecutively with numbers in brackets on the right. Leave single spacing above and below equations, like shown in equation (1). **Do not use Print Screen or jpg format**. For example:

$$r_i - r_f = \beta_i(r_M - r_f), i = 1, 2, ..., n \tag{1}$$

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 the workload and ensuring impressive presentation of your conference paper. We thank you for your cooperation and look forward to receiving a professional paper.

REFERENCES

For each work shown in the list of references there must be a reference in the text. All citations in the text and all references must meet APA styles (American Psychological Association 7th edition – more information http://www.apastyle.org/).

(**Book style –** Author(s) of book – family name and initials. (Year). Title of book – *in italics*. Publisher. DOI or Web address - if available**)**

Chen, W. K. (1993). *Linear Networks and Systems*, Belmont.

Cichocki, A. & Unbehaven, R., (1993). *Neural networks for optimization and signal processing,* Wiley. https://doi.org/10.1016/C2017-0-00372-5

(**Journal paper –** Author(s) of journal article – family name and initials, use & for multiple authors. (Year). Title of journal article. Journal name – *in italics*, Volume – *in italics*(Issue or number), Page number(s). DOI or Web address - if available)

Journal paper without DOI:

Chen, S., Mulgrew, B. & Granta, P. M. (1993). A clustering technique for digital communications channel equalization using radial basis function networks, IEEE Trans. on Neural Networks, 4(1), 570-578.

Journal paper with DOI:

Hill, R. M. (1997). The single-vendor single-buyer integrated production–inventory model with a generalized policy, *European Journal of Operational Research*, *97*(1), 493-499. https://doi.org/10.1016/S0377-2217(96)00267-6

(**Online Sources style-** Author(s) of page – person or organiation, use & for multiple authors. (Year, Month Day - if available). *Title of page – In italics.* Website name. Web address)

Vidmar, R. J. (2021, January 15). *On the use of atmospheric plasmas as electromagnetic reflectors*. http://www.halcyon.com/pub/journals/21ps03-vidmar

(**Conference paper –** Author(s) of paper – last name and initials, use & for multiple authors. (Year, Month Date(s)). Title of paper – *In italics*. [Type of paper eg. Paper presentation]. Conference Name, Location. DOI or Web address - if available.

Beck, K. & Ralph, J. (1994, April 20-22). *Patterns generates architectures* [Paper presentation]. 13th Research Libraries Conference, Bologna, Italy.