# SUBMISSION GUIDELINES

Authors are expected to adhere to the provided guidelines when preparing their full papers for submission to ICBM 2026. Early submission is encouraged to facilitate a smooth and timely review process.

Please note that the paper submission guidelines are to be strictly followed. Author/s are required to confirm that the submitted material has not been published previously.

## GENERAL REQUIREMENTS AND FORMAT

| | |
|---|---|
| **Length** | The paper should be between 4,000 and 5,000 words, excluding references. The word count includes all components such as the abstract, main text, footnotes, tables, and figures. |
| **Line Spacing** | The paper should be formatted with 1.5 line spacing. |
| **Margins** | One-inch margins |
| **Font & Font Size** | Times New Roman, 12-point |
| **Page Size** | A4 paper |
| **Typeset Text** | Use standard capitalization in the text and avoid using boldface for emphasis. Italics may be used where appropriate. Footnotes are allowed when necessary; however, endnotes are not permitted. |
| **Language** | All papers should be written in proper scientific English. Authors are encouraged to have their manuscripts professionally edited to enhance language quality before submission. |
| **Paper Title** | The title of the paper should be in Times New Roman, 14-point, bold font, using both uppercase and lowercase letters appropriately. |

## AUTHORSHIP

All authors should be listed on the first page, immediately following the title (applicable only for the camera-ready paper). The corresponding author is responsible for ensuring that all authors have reviewed, approved, and are familiar with the contents of the paper. All authors share responsibility for the accuracy of the manuscript, including any statistical calculations.

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Author name(s), affiliation(s), and email(s) should appear after the title as follows:

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

- **Full affiliation of the first author**, including country (Italic, Times New Roman, 10- point, with upper- and lowercase letters, centered), email address (Italic, Times New Roman, 10-point), ORCID

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- **Full affiliation of the second co-author**, including country (Italic, Times New Roman, 10-point, with upper- and lowercase letters, centered), email address (Italic, Times New Roman, 10-point), ORCID

The corresponding author should be marked with an asterisk (\*).

## ABSTRACT

The abstract should appear on the first page of the manuscript, formatted in 10-point, Times New Roman, italics, with 1.0-line spacing, and should be 300 to 350 words in length. It must highlight the key features of the manuscript. Avoid using abbreviations and jargon that may be unfamiliar to readers outside your discipline.

## KEYWORDS

Include up to five keywords in Times New Roman, 10-point, bold font. Select them carefully, as they may be used by search engines to index and access your paper.

## HEADINGS AND SUBHEADINGS

Headings and subheadings should not be numbered. Major (first level) headings should be left- aligned, in capital letters and bold font, on a dedicated line. Second-level headings should also be left-aligned, with upper- and lowercase letters in bold font, on a dedicated line. Third-level headings should be embedded within the paragraph, using upper- and lowercase letters in bold font, followed by a colon. Do not use any additional levels of headings.

Example:

**INTRODUCTION –** First level

**Corporate Governance in Sri Lanka –** Second level

**The Case of SME –** Third level

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**22nd INTERNATIONAL CONFERENCE ON BUSINESS MANAGEMENT**
Inclusive and Responsible Management for a Circular Economy and Digital Future

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Nugegoda, Sri Lanka

## FIGURES

Figures should be numbered consecutively throughout the paper, without referencing the section in which they appear. Figure captions must appear above the figures. It is recommended to paste images in .gif or .jpg format. Ensure that all figures fit within the page margins and are properly referenced within the text. Avoid using phrases like "in the above figure" or "the figure below," or any other directional references.

All figures must be provided at the appropriate resolution. Please avoid inserting linked diagrams from other software, as they can create issues during typesetting. The figure below demonstrates the correct placement of figures.

Figure 1: Caption (Times New Roman, 12pt, centered)

Figures should be placed at the desired location within the text. All figures must be centered on the page.

## TABLES

Number tables consecutively throughout the paper. Create tables using the Table option in your word processing software; avoid using tabs or spaces for alignment. Ensure that all tables fit within the page margins and are properly referenced within the text. Avoid phrases like "in the above table" or "the table below" or any other directional references. Tables must be submitted in an 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 correspond to a superscript number placed at the end of the sentence referencing the source. Number footnotes consecutively, starting with "1" and continuing numerically throughout the manuscript.

## HYPOTHESES

State each hypothesis clearly and separately. Assign each a distinct label, such as "Hypothesis 1" or a combination label like "Hypothesis 1a" for sub-hypotheses.

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 reporting statistical significance, include the significance levels in separate footnotes stacked beneath the standard table footnotes.

## EQUATIONS

Equations should be numbered consecutively, with the numbers enclosed in brackets on the right. Leave single spacing above and below each equation, as demonstrated in equation (1). Do not insert equations as images (e.g., Print Screen or .jpg format). See the example below:

$r_i - r_j = \beta_i (r_M - r_f), i=1,2, \ldots, n$

## CITATIONS

In-text citations (in parentheses) identify referenced research. Every cited work must have a corresponding entry in the References section (see "References" below).

Cite papers by including the author's name(s) and the year of publication, e.g., Silva (1995) or (Silva, 1995). For works with more than two authors, use the first author's name followed by "et al.", e.g., Perera et al. (1999) or (Perera et al., 1999).

If multiple publications by the same author in the same year are cited, distinguish them by adding a letter after the year, e.g., Silva (1995a) and Silva (1995b).

## DECLARATION OF GENERATIVE AI IN SCIENTIFIC WRITING

When authors use generative AI or AI-assisted technologies in the writing process, these tools should only be employed to improve the readability and language of the work. The use of such technologies must involve human oversight and control, with authors carefully reviewing and editing the output. Authors remain fully responsible and accountable for the content of their work.

Authors must disclose any use of AI and AI-assisted technologies in their writing within the manuscript, and a corresponding statement will be included in the published work. Additionally, AI and AI-assisted technologies should not be credited as an author or co-author, nor cited as an author.

## CONCLUSION

Presenting your work in a professional manner is crucial, and these guidelines are designed to help you achieve that goal. By adhering to them, you not only ensure a polished presentation of your paper but also assist the conference organizers in managing the process more efficiently. Please note that, upon acceptance of your paper, the author/s is/are required to submit a Turnitin report along with the final manuscript. We appreciate your cooperation and look forward to receiving your submission.

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# REFERENCES

Every work listed in the references must be cited in the text, and every in-text citation must have a corresponding reference. All citations and references must adhere to APA style guidelines. (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

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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

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**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 e.g. Paper presentation]. Conference Name, Location. DOI or Web address - if available.

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

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