



SUBMISSION GUIDELINES

Authors are expected to adhere to the guidelines provided when preparing their full paper/ working paper/ concept paper for submission to the PhD Colloquium - ICBM 2027. Early submission is encouraged to facilitate a smooth and timely review process.

Please note that the paper submission guidelines are to be strictly followed. Failure to comply will result in the rejection of the paper. 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 6,000 and 7,000 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 capitalisation 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 must be written in clear and proper scientific English, adhering to UK English conventions. Authors should get 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

To facilitate the blind review process, **authors must ensure that the initial submission does not contain any identifying information. All author names, affiliations, acknowledgements, and other personal identifiers should be removed from the manuscript. Submit the manuscript as a Microsoft Word file.**

Author details should only be included in the camera-ready version of the paper, which is submitted after acceptance. In the camera-ready copy, all authors must be listed on the first page, immediately following the title. The corresponding author is responsible for ensuring that all listed authors have reviewed, approved, and are familiar with the contents of the manuscript. Furthermore, all authors share full responsibility for the accuracy of the work, including any statistical analyses or calculations.



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In the camera-ready version of the paper, author name(s), affiliation(s), and email(s) should appear after the title as follows:

- **First 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, centred), email address (Italic, Times New Roman, 10-point), ORCID
- **Full affiliation of the first co-author**, including country (Italic, Times New Roman, 10-point, with upper and lowercase letters, centred), email address (Italic, Times New Roman, 10-point), ORCID
- **Full affiliation of the second co-author**, including country (Italic, Times New Roman, 10-point, with upper and lowercase letters, centred), 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 in alphabetical order. 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 uppercase and lowercase letters in bold font, on a dedicated line. Third-level headings should be embedded within the paragraph, using uppercase 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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FIGURES

Figures should be numbered consecutively throughout the paper, without referencing the section in which they appear. 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. All figures must be centred on the page. Avoid using phrases like “in the above figure” or “the figure below,” or any other directional references.

Figure captions must appear below the figures. The “Source” should be indicated immediately below the figure caption. Only the word ‘Source’ will be italicised with a capital S; left-aligned, Times New Roman 12, followed by a colon (:).

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



Figure 1: Conceptual Framework (Times New Roman, 12-point, bold font, left-aligned)

Source: Author.

TABLES

Number each table 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.

The table title must appear above the table. The “Source” should be indicated immediately below the table. Only the word ‘Source’ will be italicised with a capital S; left-aligned, Times New Roman 12, followed by a colon (:). See the example below.

Table 1: Methods of Promoting and Restricting Trade (Times New Roman, 12pt, bold font, left-aligned)

Trade Promotion	Trade Restrictions
Export Financing	Tariffs
Foreign trade zones	Quotas

Source: Author.



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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 (If applicable)

State each hypothesis clearly and separately. Hypotheses should be indicated by using subscripts. Assign each a distinct label, such as "H₁" or a combination label like "H_{1a}" for sub-hypotheses. Examples are as follows.

H₁: There is a positive correlation between the availability of hours for work and the productivity of employees.

H_{1a}: 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:

Example:

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

CITATIONS

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 7th edition guidelines. (American Psychological Association, 7th edition – more information: <http://www.apastyle.org/>).

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.



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Authors must disclose any use of AI and AI-assisted technologies, 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

Professionally presenting your work is essential, and the above guidelines are intended to support you in achieving that standard. Adhering to these guidelines will not only enhance the quality and presentation of your paper but will also facilitate an efficient review and publication process. Please be advised that, upon submission of your final manuscript, the similarity index will be checked via Turnitin as part of the submission review process. We appreciate your cooperation and look forward to receiving your submission.

SUPERVISOR CONSENT

PhD Colloquium submissions must be accompanied by a completed Supervisor Consent Form, available on the conference website, confirming the supervisor's approval of the submitted work.

REFERENCES - Examples

	Reference List	In-text citation
Book		
One author	Chen, W. K. (1993). <i>Linear Networks and Systems</i> . Belmont.	<i>Parenthetical:</i> (Chen, 1993) <i>Narrative:</i> Chen (1993)
Two authors	Smith, T., & Williams, B. M. (2020). <i>The citation manual for students: A quick guide</i> (2nd ed.). Wiley.	<i>Parenthetical:</i> (Smith & Williams, 2020) <i>Narrative:</i> Smith and Williams (2020)
Three authors	Smith, T., Williams, B. M., & Streefkerk, R. (2020). <i>The citation manual for students: A quick guide</i> (2nd ed.). Wiley.	<i>Parenthetical:</i> (Smith et al., 2020) <i>Narrative:</i> Smith et al. (2020)
Journal Paper		
One author	Andreff, W. (2000). The evolving European model of professional sports finance. <i>Journal of Sports Economics</i> , 1(3), 257–276. https://doi.org/10.1177/15270025000010030	<i>Parenthetical:</i> (Andreff, 2000) <i>Narrative:</i> Andreff (2000)



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Three authors	Chen, S., Mulgrew, B., & Granta, P. M. (1993). A clustering technique for digital communications channel equalization using radial basis function networks, <i>IEEE Trans. on Neural Networks</i> , 4(1), 570-578. https://doi.org/10.1109/72.238312	<i>Parenthetical:</i> (Chen et al., 1993) <i>Narrative:</i> Chen et al. (1993)
Online Sources		
Three authors	Slat, B., Worp, C., & Holierhoek, L. (2019, April 10). <i>Whales likely impacted by Great Pacific garbage patch</i> . The Ocean Cleanup. https://www.theoceancleanup.com/updates/whales-likely-impacted-by-great-pacific-garbage-patch/	<i>Parenthetical:</i> (Slat et al., 2019) <i>Narrative:</i> Slat et al. (2019)
Newspaper Article		
Three authors	Popkin, G., Draper, K., & Weed, J. (2020, August 12). Global warming could unlock carbon from tropical soil. <i>The New York Times</i> . https://www.nytimes.com/2020/08/12/climate/tropical-soils-climate-change.html	<i>Parenthetical:</i> (Popkin et al., 2020) <i>Narrative:</i> Popkin et al. (2020)



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