WAYAMBA JOURNAL OF MANAGEMENT

CONDITIONS

The paper should be in clear language that can be understood by general reader outside the area of specialization. The language of paper should be English (USA). The length of the paper should be between 5000 - 8000 words (including the list of references and annexures). Only the papers, which have not been pre published, and are not currently under consideration for publication by another journal, are acceptable.

1. General guidelines

Prepare your manuscript including:

- Title
- Abstract
- Introduction
- Methods
- Results
- Discussion
- Conclusion
- Appendix
- References

2. Text Formatting

Manuscripts should be prepared in MS Word format.

- Paper – B5
- Margins - Left 1.5 inch and 1 inch for each side
- Font type - Times New Roman
- Font size - Headings: size 11, Bold, UPPERCASE
  Text: size 11
- Main text – Double column
- Line space - Single
- Word limit - 5000 - 8000 words
- Use the automatic page numbering function to number the pages.

ABSTRACT

An abstract should be about 150 words. The abstract should be a concise and clear presentation of the contents of paper. It should be understandable by the general reader and it should contain minimum of acronyms and jargons.

HEADINGS

Headings should be in UPPERCASE, starting with **1 INTRODUCTION,** and should be bolded**,** font size 11 and aligned left, numbered sequentially as 1, 2, 3, etc. Do not number *Abstract* and **REFERENCES.** Subheadings should appear in Sentence case, bold**,** font size 11. Subheadings should be numbered 1.1., 1.2, etc. further division of subheadings should be numbered as 1.1.1. Headings should be short and clear indication of the content.

FIGURS AND TABLES

The Tables and Figures should appear as Appendixes after the section of Conclusion.

Tables should be numbered sequentially as 1 2 3 with an explanatory title center aligned above the table. Times New Roman.10pt, bold**,** Sentence case, one column must be used. Single line titles are preferred.

Figures should be numbered sequentially as 1 2 3 with an explanatory title center aligned below the figure. Times New Roman.10pt, bold**,** Sentence case, one column must be used. Single line titles are preferred.

Tables and Figures must be black and white. Text within the figures and tables should be Times New Roman, font size 10, single line spacing.

❖ *Abbreviations*

Abbreviations should be defined at first mention and used consistently thereafter.

❖ *Non English words*

Scientific Names – Italic & "Sinhala words" - within inverted comas

❖ *Footnotes*

Try to avoid footnotes. If there any, place at the bottom of a page followed by a superscript numeral (^{1}).

❖ *Acknowledgment*

Acknowledgments of people, grants, funds, etc.. The names of funding organizations should be written in full at the end of the manuscript.