

2nd Wayamba Conference in Management

WAYACiM – 2021

Department of Business Management
Faculty of Business Studies and Finance
Wayamba University of Sri Lanka

Submission Guidelines

- Extended abstracts should contain original research carried out by the authors mentioned, and have not been published or submitted for publication elsewhere.
- All extended abstracts should be submitted and presented in clear English with accurate grammar and spelling of a quality suitable for publication.
- Please download the **Sample Template for Extended Abstract** and follow the format carefully.
- Extended Abstracts should be submitted in the format of MS word (.doc or .docx) document.
- Extended Abstracts that do not conform to the guidelines will be asked to revise or may be rejected.
- An acknowledgement will be sent to the corresponding author by e-mail once the extended abstract is received.
- Documents received after the given deadline, due to any reason will not be accepted unless the deadline is extended.

Guidelines for Authors

Formatting of the Document (Extended Abstract should be Maximum of 1500 words)

Authors should prepare the manuscript according to the formatting specification given below.

Font	Times New Roman
Page size	A4(210 x 297 mm)
Margins:	2.5cm on all sides
Title	14pt, bold, center aligned, capitalize the first letter of each word
Author names	12pt, center aligned
Author affiliations	10pt, italics, center aligned
First level headings	12pt, bold, center aligned
Second level headings	11pt, bold, left aligned
Third level headings	11pt, italics, left aligned
Table titles	11pt, center aligned and title should be placed at the top of the table
Figure	11pt, center aligned and title should be placed at the below of the figure / image
Paragraph text	11pt, 1.5 lines spacing, justified
References	11pt Follow APA referencing style for all types of references

Numbering	Pages should not be numbered.
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The extended abstract must contain these sections: Introduction, Methodology, Findings, Conclusion and References (*Refer to the Sample Template of Extended Abstract*)

Tables and Figures

Tables and Figures should be placed in the main text where appropriate. Only horizontal lines should be used to distinguish the content within a table. Tables/Figures should be numbered consecutively with Arabic numerals. Tables should be labelled above the table and figures should be labelled below the figure. Capitalize each word in the table/figure and the titles of figure/table must be center aligned.

Table1: Title (11pt, center aligned and should be placed in the main text at the exact position)

Column I	Column II	Column III	Column IV
Data	Data	Data	Data
Data	Data	Data	Data

Source: Author, year

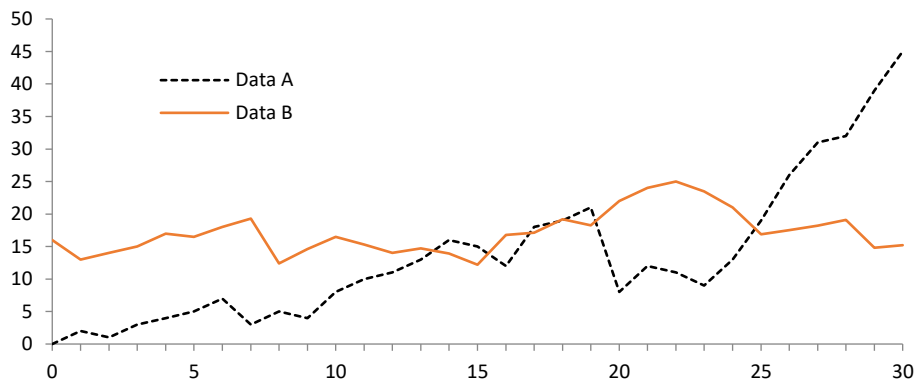


Figure 1: Title (11pt, center aligned and should be placed in the main text at the exact position)

Review, Acceptance and Publication

Each extended abstract that is submitted to WAYACiM 2021 will be reviewed by two anonymous reviewers who demonstrate expert knowledge in the particular fields. The results of the review process will be notified to authors via email.

Accepted extended abstracts must be presented by the authors at the WAYACiM conference. Abstracts of all the registered authors will be included in WAYACiM 2021 Proceeding Book published by the Department of Business Management, Faculty of Business Studies and Finance, Wayamba University of Sri Lanka.