

ARSYM – 2022
Faculty of Business Studies and Finance
Wayamba University of Sri Lanka

Guidelines for Authors

➤ **General Guidelines for Preparing Extended Abstract:**

- ✓ The extended abstract must contain these sections: **Introduction, Methodology, Findings, Conclusion and References** (*Refer to the Sample Template of Extended Abstract*)
- ✓ **Page settings and formatting:**
 - Paper size: **A4** (210 x 297 mm)
 - Margins: **2.5cm** on all sides
 - Numbering: Pages **should not be numbered**.
 - Font: **Times New Roman**
 - Font size: **11**
 - Line spacing: **Single**
 - Text alignment: **Justify**
 - Word count: **Maximum of 1500 words** (Tables, figures/images and references are not included in the word count.)

✓ **Tables and Figure/images:**

Supporting tables, figures/images of the results (no more than two tables/figures) can be included in the extended abstract.

- Tables and figures/images should be centered.
- Tables and figures/images should be numbered.
- Table header should be placed at the top (*Refer to Table 1*), figure/image headers should be placed under the figure/image (*Refer to Figure 1*)
- References/sources (if any) of the tables, figures/images should be presented under the tables, figures/images.

Content -Font size 10

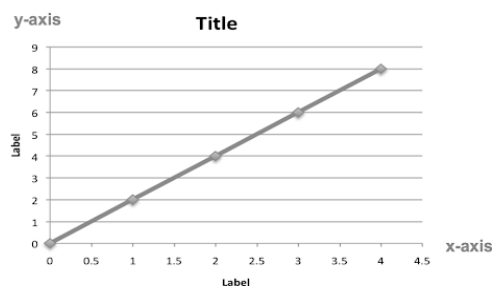


Figure 1. Header (Font size 11)
Source: Author, year (Font size 9)

Table 1. Header (Font size 11)

Heading	Heading	Heading
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➤ **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.
- ✓ Submissions should be sent via e-mail to arsymsubmission@wyb.ac.lk with the subject *Submission of Extended Abstract – Author Name*.

Ex: *Submission of Extended Abstract - Silva ABC*

- ✓ 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.