WayaCim 2023

**Department of Business Management**

**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: **1 inch** 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 Figures/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.



# Figure 1. Header (Font size 11)

*Source: Author, year*

# Table 1. Header (Font size 11)

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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 the CMT platform.

For more details please visit <https://fbsf.wyb.ac.lk/wayacim/>

* + 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.