



**The 16th International Research Conference on
Management and Finance
(IRCMF – 2021)**



Faculty of Management and Finance, University of Colombo, Sri Lanka

Full Research Papers: Guidelines for Authors

This document contains the instructions needed to prepare the research papers to be published in the proceedings of the IRCMF 2021. It is mandatory for all author(s) to submit their research papers strictly adhering to the following formatting guidelines.

General Guidelines

1. Type the content in single column format
2. The maximum length of the research paper should be 7000 words including references and excluding annexures
3. The research papers can contain figures, tables and images

Content Guidelines

1. **Title** (14-point type size, upper case, centred)
2. **Name of Author(s), Affiliation, Email address(s)** (10-point type size, upper and lower case, centred under the title)
3. **Abstract** – Limit to 150-200 words.
4. **Keywords**- Include 5-6 keywords of your research.
5. **Introduction** (Explain the background, research problem, aims, research gap/ key contributions)
6. **Literature Review** (Provide a summarised and updated review of literature pertaining to the key arguments of study)
7. **Methodology** (Methodology must be clearly and precisely stated)

8. **Results/Analysis and Discussion** (Present the results of the study and the discussion should focus on how the research was instrumental to achieve the pre-specified aims)
9. **Conclusion and Implications** (Conclusions drawn from the results and theoretical and/or practical implications of the work)
10. **References** (References should follow APA (7th edition) style and carefully checked for completeness, accuracy and consistency)

Examples for referencing (as per the APA 7th edition) are depicted below;

Book

Bass, B. M., & Bass, R. (2008). *The Bass handbook of leadership: Theory, research, and managerial applications* (4th ed.). Free Press.

Book Chapter from a Collection of Works by Various Authors

Goodman, M. (1955). Organizational inertia or corporate change momentum. In D. P. Cushman & S. Sanderson (Eds.), *Communicating organizational change: A management perspective* (pp. 95–112). New York Press.

Journal/Periodical Article

Dafny, L. S., & Lee, T. H. (2016). Health care needs real competition. *Harvard Business Review*, 94(12), 76–87.

Annual Company Report (taken from the company web site)

Yum! Brands. (2018). *A world of opportunities: Yum! Brands 2018 annual report*. <http://investors.yum.com/Interactive/newlookandfeel/4025819/trial1/pdf/2018-Yum-AR.pdf>

Online Newspaper Article

Ingraham, C. (2020, January 5). Myths about rural Americans muddle political realities. *The Washington Post*. <http://www.washingtonpost.com>

Government Web Site

Division of Cancer Prevention and Control. (2019, November 5). *What cancer patients, survivors, and caregivers should know about the flu*. Centers for Disease Control and Prevention. Retrieved January 11, 2020, from <https://www.cdc.gov/cancer/flu/basic-info.htm>

Formatting Guidelines

1. Paper size - A4 Page
2. Numbering - Bottom centre
3. Margins - left: 1.5 inches and all others 01 inch
4. Line spacing -1.5

5. Letter style - Times New Roman, Font:10
6. Titles - First and second level titles and only capitalise the first letter of the first word
7. Orientation - The body text should be justified
8. Tables - All tables, images and figures should be centred. Figures and images should be numbered and figure headings should be placed under the figure or image, tables should also be numbered and the table heading should be placed at the top.

Further Assistance

Please contact us for any inquiries on IRCMF 2021.

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