

## **Extended Abstract: Guidelines for Authors**

An extended abstract should contain references, comparisons to related work, key theories, and other details found in an extended paper. Thus, an extended abstract is more than a long abstract. It should clearly specify theoretical and empirical gaps that the researcher is addressing, a concise review of seminal work, a brief description of the methodology used, results obtained, the expected contributions(s) to theory and practice, and the conclusion resulting from the study.

The elements of your extended abstract can be organized in the following order listed:

- Title
- Author(s)
- Affiliation
- Introduction
- Main Body Text (including a concise review of extent literature methodology, findings, discussion, and summary sections)
- References

### **Title/Authors**

Include a brief, informative title for the extended abstract. The title should be pre-formatted in the correct style (Initial Caps, 18-pt. Times New Roman boldface, left-justified). Immediately beneath your title, type the last name with initials of the author(s) in Times New Roman 12-pt. bold type, left-justified.

Below the names of the author(s), state his/her affiliation(s) and complete mailing address(es) in regular body text in 12-pt font.

### **Introduction**

The introduction of your extended abstract should state the nature of research gaps you are addressing and why you are studying it. It should provide background information about the work and its significance, while highlighting other relevant literature and specifying how it relates or differs from your work. You should also discuss the scope and limitations of your study in the introduction.

### **Body**

The body of your extended abstract should follow the introduction and should include methodology, results, discussion, and the directions for future research. The methodology section should be descriptive enough that the reader can identify what was done. References to methodology are appropriate. The findings and discussion sections may be combined. Within the body of your extended abstract, you can apply as many first-, second-, and third-level headings as you need.

### **References**

References should be cited within your extended abstract using APA (American Psychological Association) style. Examples of reference formats are given here. For additional information on formatting references, refer the sixth edition of the publication manual of the American Psychological Association.

## REFERENCES

- Abeysuriya, K., Mitchell, C., & Willetts, J. (2008). Expanding economic perspectives for sustainability in urban water and sanitation. *Development*, 51(1), 23-29.
- Boxenbaum, E., & Jonsson, S. (2008). Isomorphism, diffusion and decoupling. In R. Greenwood, C. Oliver, K. Sahlin, & R. Suddaby (Eds.), *The SAGE handbook of organizational institutionalism* (pp. 78-98). London, UK: Sage.
- Ehrenfeld, J. R., & Hoffman, A. J. (2013). *Flourishing: A frank conversation about sustainability*. Stanford, CA: Stanford University Press.
- The World Bank. (2015). *Overview*. Retrieved November 13, 2015, from <http://www.worldbank.org/en/country/srilanka/overview>

### Extended Abstract Length

Extended abstracts **should be at least three pages, but not more than five pages in length including the references**. Word limit is **1500 - 2,000 words**.

### Using Predefined Styles

The style elements identified in this section have been defined for you to lend consistency to the group of papers that comprises the conference proceedings. Times New Roman is the preferred font type.

Use the following levels of this font type to describe the different sections of your extended abstract:

1. Title: 18-point Times New Roman Bold
2. Author: 12-Point Times New Roman Bold
3. Heading 1: 14-POINT TIMES NEW ROMAN BOLD, ALL CAPS
4. Heading 2: 14-Point Times New Roman Bold
5. Heading 3: 12-Point Times New Roman Bold
6. Normal: 12-point Times New Roman

### Margins

Use 1-inch margins for top, bottom, left and right margins. Text should be left-justified. All pages should include a page number on the bottom right corner of the page. The number should be in "Normal" font style (12-pt Times New Roman).

### Line Spacing

Line spacing should be **single (0 before and 0 after)**, except for already predefined styles; leave 1 line space between headings and body text, body text and next heading; and between paragraphs.

### Tables

Tables must be created using the Microsoft Word or WordPerfect table functions and included as part of the text immediately after the first point of reference. **DO NOT** place them at the end of your extended abstract. For improved readability, keep your tables as simple as possible.

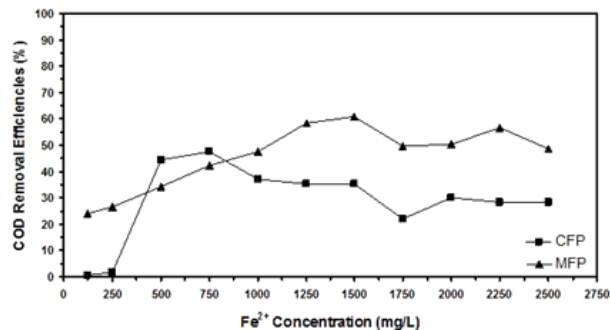
## Table 1. Table Header

\* Bulleted and numbered lists should be created by using the word processing toolbar functions for these items.

Any explanations of table data should immediately follow the table and be formatted as plain body text. DO NOT include table explanations within tables. Notations and references, such as superscript letters and number notations, are acceptable within the table and a legend describing notations should follow directly beneath the table.

### Figures

Figures include charts, graphs, and drawings. All figures and other graphics should be embedded, or electronically placed, within the text immediately after the first point of reference. DO NOT place them on separate pages at the end of your extended abstract.



**Figure 1. Figure Header**

Figures must be labeled properly using Times New Roman 12-pt bold font, with the X and Y axes clearly labeled, and include a legend as appropriate. The figure title should be Times New Roman 12-pt, bold font and appear immediately below the figure (centered).

Authors are requested to submit extended abstracts in electronic form (MS-Word) using the following link [www.mgmt.cmb.ac.lk/ircmf2017](http://www.mgmt.cmb.ac.lk/ircmf2017) or email [ircmf@fmf.cmb.ac.lk](mailto:ircmf@fmf.cmb.ac.lk). The extended abstract will be read by a panel of anonymous reviewers as the basis for acceptance of the paper for presentation. If you have any queries about extended abstract format or submission, please contact Kasun Perera, email: [kasunperera@dfn.cmb.ac.lk](mailto:kasunperera@dfn.cmb.ac.lk) or Thananjaya Kuhendran, email: [tkuhendran@mos.cmb.ac.lk](mailto:tkuhendran@mos.cmb.ac.lk).