

Annual Research Session FCM – 2019 (ARSFCM- 2019)

Paper submission guideline

Annual Research Session, Faculty of Commerce and Management – 2019 is organized by Faculty of commerce and management, Eastern University, Sri Lanka. It especially focuses on undergraduate students to submit their research papers on the topics in the field of management, commerce, and economics. The ARSFCM is aiming to give a chance to undergraduates to share their interest with faculty, students and other stakeholders, to gain experience presenting their work in a professional conference environment, and to receive useful and constructive feedback on their research from eminent scholars and industrial experts.

Submission of an article for the ARSFCM – 2019, will be considered the work described has not been published previously (except in the form of academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the authorities responsible where the work was carried out. Further, the publication of the proceedings has a zero-tolerance plagiarism policy. However, it was expected to accept the similarity index up to 20%. The editorial board checks the issue using two methods: a plagiarism prevention tool and a reviewer check. In addition to that, the manuscripts should be prepared in Microsoft Word format (based on the requirement of the author’s guideline) and submitted online via e-mail arsfcm@esn.ac.lk . The editors reserve the right to edit or otherwise alter all contributions

General Guideline for Authors

Language: Please write your article in MS Word with the British English (we only accept articles written in English).

Length of Research Paper: Papers between 5 000 and 8 000 words are preferred (including references).

Paper Size : B5

Margin : 1-inch margin on all sides

Font Type : Times New Roman

Abstract and keywords 09 point

Title of the paper 14 point, bold/centered

Name of author 10-point, centered

Font Size :
Affiliation and email 09 point, centered

1st level heading 12 point bold

2 nd level heading	10 point bold
The main text of the paper	10 point, justified
Reference	09 point, justified
The caption of the table & figure	09 point, centered

Line spacing: : Single

Title of the paper

The *title of the paper* should be concise and informative, and it should be no more than 12 words in length and not contain abbreviations or words that serve no purpose. If you choose to have a subtitle, it should be italicized and centered directly below the main title.

The preferred form of an author's name is first name, middle initial(s), and last name; this form reduces the likelihood of mistaken identity, e.g., Marry A. Johnson. Further, omit all titles (e.g., Dr., Professor) and degrees (e.g., Ph.D., PsyD, EdD).

The names of the authors should appear in the order of their contributions. Only provide a complete mailing address of the corresponding author for correspondence.

The authors' affiliation identifies the location of the author(s) at the time the research was conducted, which is usually an institution.

Example:

First name, middle initial(s), and last name of First Author¹, First name, middle initial(s), and last name of Second Author²

¹ Affiliation, Full Address of the Institution
firstauthername@email.com

² Affiliation, Full Address of the Institution
secondauthername@email.com

Abstract

A concise and factual abstract is required. It should be between 150 and 250 words. The abstract should state briefly the purpose of the research, methods, the principal results, and major conclusions. An abstract should be presented separately from the article, so it must be able to stand alone. References should, therefore, be avoided, but, if essential, they must be cited in full in the abstract without relying on the reference list.

Keywords

Immediately after the abstract, provide 3-6 keywords in alphabetical order, avoiding general and plural terms and multiple concepts (e.g., “and,” “of”). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible.

Preparing the body of the manuscript

The full paper may include introduction/background of the study, literature review, method, analysis/results/discussion, and conclusion. However, the author can have the liberty to include appropriate headings and subheading. The introduction should clearly state the nature of the problem, the objective of the paper, the motivation and context of the research.

The literature review should be limited to the articles, books, and other items that have a direct bearing on the topic being addressed.

The method that is adopted to conduct the research should clearly be mentioned in the paper with appropriate literature support for the chosen method.

The research results can be elaborated in the analysis/result/discussion section. Tables and figures can be included (in any section) to highlight the results and findings.

The conclusion should summarize key findings and state their importance to the field. Clearly indicate significance, limitations, and implication of the paper.

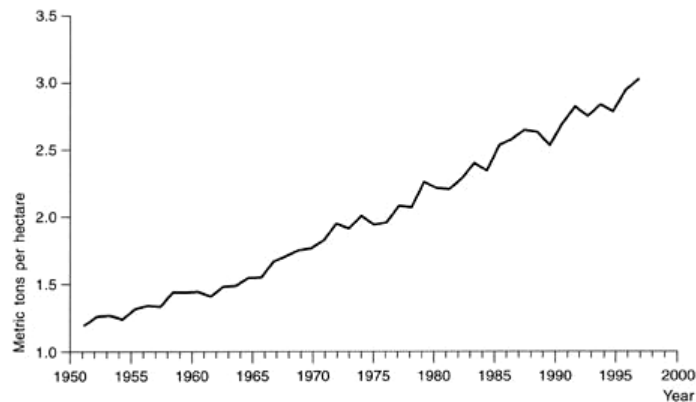
Figures and Tables

Table and figure should be centered and numbered continuously, and the caption of the table should be placed above the table and caption of the figure should be placed under the figure.

Table 1. Font sizes of headings.

Heading level	Example	Font size and style
First-level heading	INTRODUCTION	12 point, bold
Second-level heading	Printing Area	10 point, bold
Third level heading	<i>Text</i>	10 point, italicized

Figure 1. Figure Title



Formulas

Displayed equations or formulas should be centered and numbered for reference.

$$x + y = z . \qquad (1)$$

Citations in the text

Each reference cited in the text must appear in the reference list, and each entry in the reference list must be cited in the text. When formatting an in-text citation, give, in parentheses, the last name of the author of the cited work and the year it was published. For unpublished or informally published works, give the year the work was produced. Write “in press” in parentheses for articles that have been accepted for publication but that have not yet been published. Do not give a date until the article has actually been published.

In all other instances, citations in the text should follow the referencing style used by the American Psychological Association (APA) 6th edition.

Examples:

❖ *A Work by Two Authors*

Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word “and” between the authors’ names within the text; use the ampersand in the parentheses.

Research by Wegener and Petty (1994) supports...
(Wegener & Petty, 1994)

❖ *A Work by Three to Five Authors*

List all the authors in the signal phrase or in parentheses the first time you cite the source.

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)

In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.

(Kernis et al., 1993)

❖ *Six or More Authors*

Use the first author's last name followed by et al. in the signal phrase or in parentheses.

Harris et al. (2001) argued...

(Harris et al., 2001)

❖ *Authors with the Same Last Name*

To prevent confusion, use first initials when citing two or more authors with the same last name.

(E. Johnson, 2001; L. Johnson, 1998)

❖ *Unknown Author*

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized; titles of articles, chapters, and Web pages are put in quotation marks.

A similar study was done of students learning to format research papers.

Note: In the rare case that "Anonymous" is used for the author, treat it as the author's name in parentheses and the reference page.

(Anonymous, 2001)

❖ *Organization as an Author*

If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

According to the American Psychological Association (2000), ...

If the organization has a well-known abbreviation, include the abbreviation in brackets behind the full name of the organization the first time the source is cited and then use only the abbreviation in later citations.

First citation: (Mothers Against Drunk Driving [MADD], 2000)

Second citation: (MADD, 2000)

❖ *Citing and Listing of Web References*

As a minimum, the full URL should be given. Any further information (author names, dates, reference to a source publication, etc.), if known, should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or they can be included in the reference list.

Reference List

Please find the below information for basic rules in a reference list.

- Each entry in your reference list should be defined by a hanging indent of two characters.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work if it has three to seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work. Use "&" instead of "and" when listing multiple authors of a single work.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- If you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
- Capitalize all major words in journal titles.

References and citations should follow the APA style. Authors should make certain that there is a complete reference for every citation in the text. For more detail about APA style, check the website <http://www.apastyle.org/>.

Book

Berkman, R. I. (1994). *Find it fast: How to uncover expert information*. New York: Harper Perrenial.

Johnson, L., Lewis, K., Peters, M., Harris, Y., Moreton, G., Morgan, B. et al. (2005). *How far Is far?* London: McMillan.

Chapter in a Book

Baker, F. M., & Lightfoot, O. B. (1993). Psychiatric care of ethnic elders. In A. C. Gaw (Ed.), *Culture, ethnicity, and mental illness* (pp. 517-552). Washington DC: American Psychiatric Press.

Journal Article

Mellers, B. A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 50(2), 49-52.

Conference

Akbar, M. S. U. (2005). *eLearning in Developing Countries: Challenges and Opportunities Bangladesh Perspective*. Paper presented at the 2nd International Conference on eLearning for Knowledge-Based Society, Bangkok, Thailand.