

Author Guide

Articles must be in MS Word file format and submitted electronically to the editor-in-chief (wmanjulak@gmail.com). You are advised to use the supplied MS Word Template (download at http://www.mgt.ruh.ac.lk/rjmf/submission_instructions.php) when preparing your manuscripts.

Each submission must accompany statement of originality addressed to the editor in chief. In case there are multiple authors, the corresponding author can submit the statement of originality.

Manuscripts must contain a title page with the title of the paper, name(s), affiliation(s) and complete contact information of the author(s), abstract (200-250 words) and keywords (3-5 keywords organized alphabetically) along with brief biography(-ies) of the author(s) (Maximum 150 words for each author) and any acknowledgements.

The main text must contain state the introduction, research problem, review of the relevant literature, methods, data analysis, and conclusion. The total length of the manuscript including tables, figures, references and endnotes must be between 5000-7000 words. Longer and shorter papers may also be considered depending on their quality and relevance.

The editorial board or the reviewers may sometimes request the access to data and calculations during the review process. Relevant authors must be willing to supply these if requested.

Style Specifications

Manuscripts should be prepared according to following specifications,

- Font: Times New Roman
- Page size and Page margins: A4; 1 inch margin each side
- Title: 14pt, Bold, Centered, Capitalize the first letter of each word in the title except prepositions and conjunctions. Titles do not normally include numbers, acronyms, abbreviations or punctuations. Preferably the length of the title must be maximum two lines.

- Author names, affiliations and contact information: Times New Roman, 12pt.
- Abstract: indent 1cm from both left and right.
- Do not indent the first paragraph in each section. But indent subsequent paragraphs (1.5 cm from left).
- Do not use footnotes. Use endnotes instead. Do not use MS Word feature for numbering endnotes.
- Endnotes, References: 12pt.
- Spacing: 1.5 lines
- Language: All articles must be in English and use American dictionary for spellings

Heading Styles

First level headings

12pt (bold, centre aligned); Do not number; Capitalize. Below is an example.

Research Background

Second level headings

12pt (bold, left aligned): Do not number. Below is an example.

Sample second level heading

Third level headings

12pt (bold, italics, left aligned): Do not number. Below is an example.

Sample third level heading

Fourth level headings, if any,

12pt (italics, left aligned with 1.5 cm indentation on the left): Do not number. This is a paragraph heading ending with a period. Below is an example.

Sample fourth level heading.

Art Work

Figures should be numbered consecutively using Arabic numerals and labeled below the figure (e.g. Figure 1, Figure 2). Do not add borders for figures unless it is required. Figures must be produced as black/white (grayscale) images embedded in the text. Tables should be numbered consecutively using Arabic numerals and labeled above the table (e.g. Table 1, Table 2). Only horizontal lines should be used to distinguish the content within a table. Keep one blank line above and below each table/figure to separate them from text.

In total 3-4 tables/figures preferred. The words 'table' and 'figure' must be in lowercase unless an upper case letter is required. Preferably, the length of the table/figure label must be one line. Capitalize each word in the table/figure label except prepositions and conjunctions. Figure/table titles must be in Times New Roman-12pt and centre aligned.

References

Use APA style for references and citations. Sort reference list alphabetically (Do not number. Use hanging indent).

Reviewing, Acceptance and Publication

Each submission will first be reviewed by the editorial board and if the paper passes the editorial screening it will then be reviewed by two anonymous reviewers with sufficient expertise in the field. Their comments and suggestions together with editorial comments will be sent to the authors and may request major/minor revisions before the paper be accepted or the paper may be rejected based on the reviewer comments.

Authors are required to sign a copyright agreement if the article is accepted. Authors are fully responsible for obtaining permissions and clearing any copyrights issues relating to the content of their submissions.

Each author will receive a supplementary copy of the journal issue with their paper.