**Management Undergraduates’ Research Session in Collaboration with Young Scientists Forum (MURS) – 2022**

**General Submission Guidelines for Extended Abstracts**

* Every extended abstract submitted by authors will be subjected to an initial desk review and the decision will be taken based on the quality of the work. The papers that do not satisfy the minimum standard will be sent back to the authors for improvement and the desk review qualified papers will be forwarded for the blind review.
* The accepted plagiarism level is 30% and papers with more than 30% plagiarism will be rejected.
* Extended abstracts should **NOT exceed 04 pages including references** and must be sent in MS Word (Doc/Docx) format (Use the format provided in the MURS web <https://www.sab.ac.lk/mgmt/murs/submission.html>)
* Given word limits for the separate sections (including words included in tables/figures) in the extended abstract should not be exceeded.
* When sending the extended abstract please copy to all co-authors of the paper.
* Formatting guidelines

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| --- | --- |
| **Formatting Criteria** | **Guidelines** |
| Page Size | B5 |
| Margins | Top and, bottom 0.75”, right – 1” Left – 1.25” |
| Font | Cambria 11 (Headings -11; Body 11; Tables & figures 10) |
| Line Spacing | Single lines spacing, justified |
| Paragraph Spacing | Before, after 6pt |
| Tables | Center aligned, Heading: above the table, table Source: Below the table, font size 10, Cambria font type |
| Figures | Center aligned, Heading: below the figure, font size 10, Cambria font type |
| Referencing | Follow APA 7th version for in-text citations, and reference list.  Reference list [After 6pt, single lines spacing, left-aligned, Alphabetical order, No numbers (1,2,3) please, Hanging indent, Font size 11, Cambria font type] |

* Author/s name/s and designation/s

Eg:

**Perera, L.K. 1\*, Seneviratne, W.K.2, & Baskaran, G.W.3**

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* Tables Figures, & Equation Samples

Figures should be labeled with "Figure" and tables with "Table" and should be numbered sequentially, for example, Figure 1, Figure 2 and so on (refer to table 1 and figure 1). The figure numbers and titles should be placed below the figures, and the table numbers and titles should be placed on top of the tables. Table captions should be centered above. Avoid placing figures and tables before their first mention in the text.

**Table 1: Descriptive Statistics**

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| --- | --- | --- |
| Section | Letter style | Font |
| Sample Table | Cambria | 10 |
|  |  |  |

Source: …………….

**Figure1: Details of figures font size 10**

* Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text; Eg:, Organizational Citizenship Behaviour (OCB). Do not use abbreviations in the title and abstract unless they are unavoidable.

* Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1).

a + b = c -------------------------------------------------------------------- (1)