## 

**4th Annual Research Conference of the Sri Lanka Forum of Entrepreneurship**

**Faculty of Management Studies**

**Sabaragamuwa University of Sri Lanka**

**P.O. BOX 02, Belihuloya**

## Full Paper Submission Guidelines

Manuscripts must be sent in MS Word (Doc/Docx) format to [slfe@mgt.sab.ac.lk](mailto:slfe@mgt.sab.ac.lk)

The full paper should be between 4,000 – 8,000 words, including the abstract, references, all text in tables & figures, acknowledgement, and appendices.

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| --- | --- |
| **Formatting Criteria** | **Guidelines** |
| Page Size | B5 |
| Margins | Top, bottom, and right – 1” Left – 1.25” |
| Font | Times New Roman 12 |
| Section headings (up to three levels) | 1. **BOLD, CAP ONLY, FONT SIZE 14, LEFT ALIGNED**    1. ***Bold, Italic, Initial Cap Only, Font Size 12,* Left Aligned**       1. *Italic, Initial Cap Only, Font Size 12, Left Aligned* |
| Paragraph Text | After 6pt, single-line spacing, justified |
| Tables | Center aligned, Heading: above the table, Table Source: Below the table, Font Type Times New Roman, Font Size 11 |
| Figures | Center aligned, Heading: below the figure, Figure Source: Below the figure, Font Type Times New Roman, Font Size 11 |
| Referencing | Follow APA Style (7th version) in both in-text and end-text citation  End text citations (After 6pt, Single lines spacing, left aligned, Alphabetical order, No numbers please (1,2,3), Hanging indent, Times New Roman Font, 11 size |

# A CONCISE AND INFORMATIVE TITLE, CENTERED WITH ALL WORDS CAPITALIZED, BOLD PHASE, 12 FONT SIZE, TIMES NEW ROMAN FONT

## Author name without Title like Dr., Prof. etc. 1 (Font-12, Bold)

*Affiliation with Institute Name, University, City, Country, Email ID (Font-12, Italic)*

## Author name without Title like Dr., Prof. etc. 2 (Font-12, Bold)

*Affiliation with Institute Name, University, City, Country, Email ID (Font-12, Italic)*

## Author name without Title like Dr., Prof. etc. 3 (Font-12, Bold)

*Affiliation with Institute Name, University, City, Country, Email ID (Font-12, Italic)*

# ABSTRACT

Please adhere to the formatting and layout which have been set up in this template. Indent 0.4" from both left and right sides. Keep single line spacing after 6pt. Font type is Times New Roman. Font size is 11. Insert an abstract of 200-250 words including keywords here. Please adhere to the formatting and layout which have been set up in this template. Indent 0.4" from both left and right. Keep single line spacing after 6pt. Font type is Times New Roman. Font size is 11. Insert an abstract of 200-250 words here. Please adhere to the formatting and layout which have been set up in this template. Indent 0.4" from both left and right sides. Keep single line spacing after 6pt. Font type is Times New Roman. Font size is

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**Keywords**: axxxxxxxx, byyyyyyyyy, dzzzzzzzzz, saaaaaaaaa (Maximum Five Key Words in alphabetical order)

# INTRODUCTION

Background, Research Problem, Purpose/Aims/objectives of the Study, Significance

# LITERATURE REVIEW

Critical Review of the literature, which paves the way to build the present argument while addressing the gaps in the literature

# METHODOLOGY/METHODS

A description of research Philosophy/Approach, strategy, research context, sample selection, data collection methods

# DATA ANALYSIS AND RESULTS

An explanation of data analysis techniques and results while connecting to objectives/research questions

# DISCUSSION OF THE FINDINGS

A meaningful discussion on the findings of the study by comparing and contrasting the findings with the previous research findings

# CONCLUSION AND IMPLICATIONS OF THE STUDY

Summary of the main findings, novel contributions of the study (theoretical, contextual, methodological), implications to practitioners (if any)

# REFERENCES (HEADING WITHOUT NUMBER)

**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: Sample Table**

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| --- | --- | --- |
| Section | Letter style | Font |
| Sample Table | Times New Roman | 11 |

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**Use only Times New Roman**

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P. Title Name

Abstract 1. Main 1.1 Sub

heading

Text

**Figure1: Details of figures font size 11**

**Font size**

*Note:* The source should be placed right below the figure or the table; in Times New Roman, 10pt, Italic.

# ABBREVIATIONS AND ACRONYMS

Define abbreviations and acronyms the first time they are used in the text, 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)