

AUTHOR GUIDELINES

Journal of Business Studies

**Faculty of Management Studies and Commerce
University of Jaffna
Sri Lanka**

GENERAL REQUIREMENTS

Language: English

Text: one and a half spaced, uses a 12-point font, Times New Roman

Length of paper: 4000-6000 words in length

Page setup: Page size- A4; Margins- top-2.54 cm, bottom-2.54 cm, left-2.54 cm, and right-2.54 cm; manuscript should be paginated.

TITLE PAGE

The title should be concise and well informative and should not be exceeded 20 words. It should be in: Times New Roman; Size-16; Line Spacing- Double; upper case; boldface and Centred.

Underneath of the title, please provide the name(s) and affiliation(s) of author(s) and e-mail address (es). All these information should be in Times New Roman; Size-14; Line Spacing- single; upper case; boldface and Centered. Unless otherwise single author, an asterisk mark should be placed to indicate the corresponding author.

ABSTRACT

An abstract is a succinct summary of the manuscript (between 200-300 words). It should not be included in the main document of the manuscript and it must be able to stand alone. It should include the objectives of the research, methods employed, major findings, and conclusions in brief.

KEYWORDS

Underneath the abstract, you should provide 3-5 keywords. Keywords should be separated by semicolon (;). For example,

Keywords: work-family balance; work-family conflict; work-family facilitation;
social support

MAIN TEXT

Main text includes the following: Aims/purpose (mandatory); theoretical underpinning (mandatory); Design/methodology/approach (mandatory); Findings (mandatory); Research limitations/implications (if applicable); Originality/value (mandatory). Nonetheless, it might vary in terms of the nature of research.

HEADINGS

A three-level of headings is preferable and use Arabic numbering to number the headings.

Heading First-Level: Times New Roman; Size-12; Bold; for example,

1. Introduction

Heading Second-Level: Times New Roman; Size-12; Italic; for example,

1.1 significance of the study

Heading Third-Level: Times New Roman; Size-12; Normal; for example,

1.1.1 Research problem

TABLES

All tables should be numbered consecutively using Arabic numbering and named in boldface.

For example, **Table No 1**:.....

FIGURES

All tables should be numbered consecutively using Arabic numbering and named in boldface.

For example, **Figure No 1**:.....

ACKNOWLEDGEMENT

Acknowledgement can be made in the penultimate section (prior to references).

REFERENCES

You should include an alphabetically ordered list of the works you have cited in your article.

References should follow hanging indentation format. The APA style of referencing should be followed for both citing references in-text and constructing full citations (reference list).

For example

Carlson, D. S., Kacmar, K. M., & Williams, L. J. (2000). Construction and Initial Validation of a Multidimensional Measure of Work–Family Conflict. *Journal of Vocational Behavior*, 56, 249-276. doi:10.1006/jvbe.1999.1713

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

Hair, J. F., Black, W. C., Babin, B. J., & Anderson, R. E. (2010). *Multivariate Data Analysis* (7th ed.). England: Pearson Education Limited.

Bellavia, G., & Frone, M. (2005). Work-family conflict. In J. Barling, E. K. Kelloway, & M. R. Frone (Eds.), *Handbook of Work Stress* (pp.113-148). London: Sage.

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