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

*Author Guidelines\_2022*

This guideline gives the standard of practices that should be adhered to in writing up a IJABF article.

<b>Constituent</b>	<b>Requirements/Inclusion</b>	
<b>Language</b>	The article must be written in English.	
<b>Article length</b>	The article, including the abstract and references, should preferably not be longer than 6000 words.	
<b>Format</b>	Article files should be submitted in Microsoft Word format.	
<b>Title</b>	Title must be concise and unambiguous, accurately conveying the content of the article (14-point type size, upper case, centered). Avoid abbreviations.	
<b>Abstract</b>	The abstract should be not more than 250 words long. It should be written in a single paragraph. It should include the aim of the research, research design, major findings, and implications.	
<b>Keywords</b>	Authors should include up to six keywords (12-point type size, capitalized each word, left align) that describe the topic of the article immediately after the abstract. Avoid general and plural terms and multiple concepts (avoid, for example, 'and', 'of').	
<b>Structure of the article</b>	<b>Introduction</b>	Include the background to the study, the area of research enquiry, research problem, objectives of the research, motivation/significance of the study, and an introduction to the rest of the article
	<b>Literature review</b>	Include a critical discussion on the relevant theory and literature to identify the lacunae left by earlier studies and to formulate hypotheses and/or the conceptual framework.
	<b>Methodology</b>	Include the research approach, research strategies, research site, sample and population, measures, and tools for analysing data
	<b>Results</b>	Include a detailed description of the data, data analysis, hypothesis testing if any and inferences
	<b>Conclusion</b>	Include a summary of the main findings of the article, conclusions, recommendations,

		implications for policy, practice and society, imitations of the study and opportunities for future research.
<b>References/Bibliography</b>	Referencing should follow the APA style (7 <sup>th</sup> Edition)	
	<i>Journal</i> Author, A. A., & Author, B. B. (Year). Title of article. <i>Title of Journal</i> , volume number (issue number), inclusive page numbers. DOI	
	<i>Conference paper</i> Author, A., & Author, B. (Year, Month Date). Title of session [Paper presentation]. In A. Editor, & B. Editor. <i>Title of Published Proceedings</i> . Title of Conference: Subtitle of Conference, Location (inclusive page numbers). Publisher.	
	<i>Book</i> Author, A. A., & Author, B. B. (Year). <i>Title of the book (ed.)</i> : Publisher.	
	<i>Edited book</i> Author, A. A., & Author, B. B. (1995). Title of Unit or entry. In A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of book (pp. xxx—xxx)</i> . Location: Publisher.	
<b>General Text</b>	<i>Type size and appearance</i> The preferred typescript is Times New Roman 12; Paper size-A4; Margins- 2.54cm/1 inch	
	<b>Heading Levels</b> Level 1 [Centered, Bold, Title Case] Level 2 [Left-Aligned, Bold, Title case heading] <i>Level 3 [Left-Aligned, Bold Italic, Title case heading]</i> Level 4 [Indented .5 inches, Bold]. <i>Level 5 [Indented .5 inches, Bold Italic].</i> All the headings should be numbered consecutively throughout the article using Arabic numerals	
	<i>Line and paragraph spacing</i> Line spacing and paragraph spacing should be set to 1.5.	
	<i>Page numbering</i> The article should be numbered in a single sequence, using Arabic numerals (1, 2, 3, 4...).	
	<i>Table and Figure</i> Figures and images should be numbered, and figure headings should be placed under the figure or image Tables should be numbered, and the table heading should be placed at the top. <i>Formulas</i> Formulas are to be formatted in Times New Roman, 12 pt, center-	

	<p>aligned and numbered.</p> <p><i>Author (s)</i>  Name of Author(s), Affiliation, Email address(s) (12-point type size, upper and lower case, centered under the title).  Clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. State the authors' affiliation addresses (where the actual work was done) below the names.  Indicate all affiliations with a lowercase superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.</p> <p><i>Style</i></p> <ul style="list-style-type: none"> <li>○ Use clear, concise language and avoid contractions and colloquialisms.</li> <li>○ Numbers under ten should be spelled out; numbers ten and up should be expressed numerically.</li> <li>○ Past tense verbs should be used to refer to events that occurred in the past.</li> <li>○ "He" or "she" should not be used as a common pronoun; instead, use "they" or rephrase the sentence.</li> </ul>
Plagiarism	<p>IJABF Publications does not tolerate plagiarism, including duplicate contributions. IJABF will check all submitted articles for originality before publishing them online. The editorial board may reject it based on the percentage of plagiarism discovered, and the author will be notified if plagiarism is discovered at any stage of the publishing process</p>