International Journal of Accounting and Business Finance (IJABF)
Faculty of Management Studies and Commerce
University of Jaffna, Sri Lanka

Author Guidelines

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

Constituent	Requirements/Inclusion	
Language	The article must be written in English.	
Article length	The article, including the abstract and references, should preferably not be longer than 6000 words.	
Format	Article files should be submitted in Microsoft Word format.	
Title	Title must be concise and unambiguous, accurately conveying the content of the article (14-point type size, upper case, centered). Avoid abbreviations.	
Abstract	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.	
Keywords	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').	
JEL classification codes	Authors should include up to three JEL Classification Codes.	
Structure of the article	Introduction	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
	Literature review	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.
	Methods	Include the research approach, research strategies, research site, sample and population, measures, and tools for analysing data
	Results & Discussion	Include a detailed description of the data, data analysis, hypothesis testing if any and inferences
	Conclusion	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.

References/Bibliography	Referencing should follow the APA style (7th Edition)
	Journal Author, A. A., & Author, B. B. (Year). Title of article. *Title of Journal, volume number (*issue number*),* inclusive page numbers. DOI
	Conference paper Author, A., & Author, B. (Year, Month Date). Title of session [Paper presentation]. In A. Editor, & B. Editor. *Title of Published Proceedings.* Title of Conference: Subtitle of Conference, Location (inclusive page numbers). Publisher.
	Book Author, A. A., & Author, B. B. (Year). *Title of the book (ed.)*: Publisher.
	Edited book Author, A. A., & Author, B. B. (1995). Title of Unit or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book (pp. xxx—xxx). Location: Publisher.*
General Text	*Type size and appearance* The preferred typescript is Times New Roman 12; Paper size-A4; Margins- 2.54cm/1 inch
	Heading Levels Level 1 [Left-Aligned, Bold, Title Case] Level 2 [Left-Aligned, Bold, Title case heading] *Level 3 [Left-Aligned, Bold Italic, Title case heading]* Level 4 [Indented .5 inches, Bold]. *Level 5 [Indented .5 inches, Bold Italic].* All the headings should be numbered consecutively throughout the article using Arabic numerals
	Line and paragraph spacing Line spacing and paragraph spacing should be set to 1.5.
	Page numbering The article should be numbered in a single sequence, using Arabic numerals (1, 2, 3, 4...).
	Table and Figure Figures and images should be numbered (12-point type size, centered), and figure headings should be placed under the figure or image Tables should be numbered (12-point type size, *Left-Aligned*), and the table heading should be placed at the top. *Formulas* Formulas are to be formatted in Times New Roman, 12 pt, center-aligned and numbered.
	Author (s) 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.
	Style o Use clear, concise language and avoid contractions and colloquialisms. o Numbers under ten should be spelled out; numbers ten and up should be expressed numerically. o Past tense verbs should be used to refer to events that occurred in the past. o "He" or "she" should not be used as a common pronoun; instead, use "they" or rephrase the sentence.