



## **Author Guide**

Papers should be original contributions and should not be under consideration for any other conference or publication at the same time. Each submission must accompany a statement of originality in the covering letter addressed to the coordinator. In case there are multiple authors, the corresponding author can submit the statement of originality.

Extended abstracts must contain the title of the paper, name(s) and affiliation(s) of the author(s), and keywords (3-5 keywords organized alphabetically). Maximum length of the extended abstract should be 2 pages including references (use the given template at <http://www.ruh.ac.lk/conf/icme2014/templates.php>).

Full papers must contain the title of the paper, name(s) and affiliation(s) of the author(s), abstract (200-250 words) and keywords (3-5 keywords organized alphabetically). The main text of the paper must state the introduction, research problem, review of the relevant literature, methods, data analysis, and conclusion. Full paper must be maximum 10 pages (including references and appendices) in length. If the length exceeds 10 pages the authors are required to pay a publication fee of USD 10.00 or (Local authors: LKR 1000.00) for each additional page. (Download Full paper template at <http://www.ruh.ac.lk/conf/icme2014/templates.php>).

The scientific committee or the reviewers may sometimes request the access to data and calculations during the review process. Relevant authors must be willing to supply these if requested.

Papers must be in MS Word file format and submitted electronically to the coordinator ([icmefmf@gmail.com](mailto:icmefmf@gmail.com)).

## **Scope**

### **Management Track**

Brand Management, Business Intelligence and Strategy, Corporate Finance, E-Commerce and E-Governance, Education Management, Energy Management and Environment Protection, Financial Management, Human Resource Management, Innovation & Technology Management, Investment & Portfolio Management, Knowledge Management, Management Information Systems, Marketing, Organizational Theory, Production and Operations Management, Project Management, Risk Management, Public Administration and Management, Small Business Management, Supply Chain Management, Tourism and Hospitality Management, and other allied fields.

### **Economics Track**

Business Cycles, Economic Integration, Labour Markets, Economic Policy, Entrepreneurship, Financial Intermediation and Central Banking, Financial Markets and Institutions, Fiscal Policy, International Relations, Industrial Economics, Institutional and Political Economics, International Factor Movements, International Trade & Business, Islamic Finance, Micro finance, Managerial Economics, Monetary Policy, Tourism, Welfare Economics, and other allied fields.

## Style specifications

Manuscripts should be prepared according to following specifications. (Use the given templates downloadable at <http://www.ruh.ac.lk/conf/icme2014/templates.php>)

- Page margins: 1" each side. Font: Georgia for all texts
- Title: 14pt, bold, centre aligned, capitalize the first letter of each word in the title except prepositions and conjunctions.
- Author names: 11pt, centre aligned.
- Author affiliations: 10pt, italics, centre aligned
- First level headings 11pt (bold, centre aligned): Do not number
- Second level headings 10pt (bold, left aligned) : Do not number
- Third level headings 10pt (italics, left aligned) : Do not number
- Fourth level headings, if any, 10pt (left aligned with 1 cm indentation on the left): Do not number. (We do not encourage headings beyond the third level)
- Figure/table titles: 9pt, centre aligned
- Paragraph text: 9pt. Spacing: 1.5 lines.
- Footnotes and References: 9pt.
- Language: All submissions must be in English; and use British dictionary for spellings.
- Use APA style for references and citations. Sort reference list alphabetically (Do not number. Use hanging indent).

## Art work

All illustrations are to be referred to as **figures**. Figures must be embedded into the text at the right place. **Figures** should be numbered consecutively with Arabic numerals and labelled below the figure (e.g. Figure 1, Figure 2). Do not add borders for figures unless it is required. **Tables** should be numbered consecutively with Arabic numerals and labelled above the table (e.g. Table 1, Table 2). Only horizontal lines should be used to distinguish the content within a table. The words 'table' and 'figure' must be in lowercase unless an upper case letter is required. Capitalize each word in the table/figure label except prepositions and conjunctions. Figure/table titles must be centre aligned.

Table 1: This is a Sample Table

Sample Column	Sample Column	Sample Column	Sample Column	Sample Column
Data	Data	0	0	0
Data	Data	0	0	0

*Source:* Sample source (Font size 9pt)

Sample

Sample

Sample

Figure 1: This is a Sample Figure

## Reviewing, acceptance and publication

Authors are fully responsible for obtaining permissions and clearing any copyrights issues relating to the content of their submissions. Each submission will be reviewed by two anonymous reviewers with sufficient expertise in the relevant field.

For each accepted paper, at least one author must register for the conference as a presenter. Accepted papers with at least one duly registered presenter shall be allowed to be presented at the conference and shall be included in the conference proceedings published by Faculty of Management and Finance, University of Ruhuna, Sri Lanka. Only the registered presenters can present papers and no substitutions shall be allowed. Registered presenters shall receive a complimentary copy of the conference proceedings during the conference.

Moreover, authors of the accepted papers have the opportunity to publish their papers in the Ruhuna Journal of Management and Finance (RJMF), a peer-reviewed international journal published by the Faculty of Management and Finance, University of Ruhuna, Sri Lanka.

## Registration fees

Registration fee for presenters covers attendance to all sessions, conference kit, conference proceedings book, transportation from Matara to conference venue on conference days according to the schedule of ICME-2014, and Conference lunches and refreshments. However, the fee for participants covers only the attendance to all sessions, conference kit, and conference lunches and refreshments. However, foreign participants may be allowed to use the free transportation facility from Matara to conference venue if requested well in advance. (Any bank fees connected with the payment should be borne by the person making the payment and above rates do not include any such fees).

Table 2: Registration Fees

Registration Fees	Early-bird registration fee	Normal registration fee
Local presenters	LKR 4000.00	LKR 5000.00
Presenters from SARC countries	USD 100.00	USD 150.00
Presenters from other Countries	USD 150.00	USD 200.00
Local participants	LKR 3000.00	LKR 4000.00
Participants from SARC countries	USD 75.00	USD 100.00
Participants from other Countries	USD 100.00	USD 150.00

## Methods of Payment

### Domestic Payment

Account Name: University of Ruhuna  
Account Number: 032100112477589  
Beneficiary Bank name: Peoples' Bank  
Bank Address: Uyanwaththa, Matara

### International Payment

SWIFT Address: People's Bank Head Office, No.75, Sir Chittampalam A Gardiner Mawatha, Colombo 02, Sri Lanka.  
SWIFT Code: PSBKLKX  
A/C No: 032100112477589  
Branch Name: Peoples' Bank, Uyanwaththa, Matara, Sri Lanka

## **Completing the Registration**

Once the payment is complete, to complete the registration process, presenters and participants must;

1. send the completed Registration Form along with a scanned image of your bank slip/receipt to [icmefmf@gmail.com](mailto:icmefmf@gmail.com), OR
2. fax Registration Form along with your bank slip/receipt to +94 41 2227015, OR
3. mail Registration Form along with your bank slip/receipt to Coordinator ICME-2014, Faculty of Management and Finance, University of Ruhuna, Matara, Sri Lanka.

Duly registered authors shall be notified through email within 48 hours after the receipt of any of the above 3.

## **Cancelations and Refunds**

Authors can withdraw the papers and/or cancel the Registration at anytime. However, after the payment is made, no refunds shall be processed.

## **Important dates**

Deadline for submission of extended abstracts	: 31 August 2013
Deadline for submission of full papers	: 30 November 2013
Notification of acceptance	: 15 December 2013
End of early-bird registration	: 31 December 2013
Deadline for registration	: 31 January 2014
Submission of Camera-Ready papers	: 31 January 2014
Conference dates	: 26-27 February 2014

## **Contact information**

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ICME-2014 Web: <http://www.ruh.ac.lk/conf/icme2014/>