Wayamba Journal of Management

Author Guidelines

1. About the Journal

Wayamba Journal of Management is a refereed journal published by the Department of Business Management, Wayamba University of Sri Lanka biannually. The Department of Business Management and the editorial board reserve the right to determine the structure and design of the journal. Each prospective article will be reviewed by relevant experts and the Department of Business Management will commit to publish only the original contributions to the field of Business Management by respective authors from Sri Lanka and abroad.

2. Submission Requirements

- The submission should not have been previously published, nor should it be submitted to another journal for consideration.
- Please ensure that one author has been designated as the corresponding author with the required details (see "Essential Title Page Information" for more information).
- All manuscripts must be "grammar and spell-checked".
- No submission will be accepted after the deadline.

3. Contact Details for Submission

Authors can submit their manuscripts via email to the Editor-in-Chief at wjmdbm@wyb.ac.lk

4. Publication Charges

There are no submission fees or publication fees.

The Journal will be published in both online and printed version. A single printed copy will be issued for each paper whereas the authors must bear the delivery fee.

5. Preparing the Article for Submission

As the journal uses a double-blind review, both the reviewer's and the author's identities are concealed from the reviewer and author. As such, manuscripts need to be prepared according to the following guidelines:

- ***Submit the Title page containing the author's details, and the Blinded manuscript with no author details as two separate files.***

- The title page should include the title, authors' names and affiliations, and email address of the corresponding author with ORCID ID (see "Essential Title Page

Information" for more information).

- The blinded manuscript should not include names and affiliations under the title within the manuscript. Please ensure to use the third person to refer to the work the authors have previously undertaken, and ensure that any identifying information, including author names, has been removed from file names.

- *Further, it should be noted that the journal will consider only one paper from one corresponding author for an issue.*

6. Essential Title Page Information

The title page should include the following:

- Title of the Manuscript: The title of the article should be concise and informative, and should contain less than twenty (20) words
- Name(s) of the author(s) with initials
- Affiliation(s) of author(s)
- Name, postal address, email address, and ORCID ID of the corresponding author

7. Format of the Manuscript

The manuscript should be in clear language that can be understood by general readers outside the area of specialization. The language of the paper should be English (USA).

7.1 General Guidelines

Prepare your manuscript including:
- Title
- Abstract (250 words)
- Introduction (including relevant literature and research objectives)
- Methods
- Results
- Discussion
- Conclusion
- Author Contributions
- Competing Interests (If any)
- Grant Information (If any)
- Acknowledgments (If any)
- Figures and Tables
- References

7.2 Text Formatting

Manuscripts should be prepared in MS Word format.
- Paper   - B5
- Margins   - 1 inch from all sides

- Font type   - Times New Roman
- Font size   - Headings size: 11pt, Bold
- Main text   - Size: 11pt, Single column
- Line spacing - Single
- Word limit   - 5000 - 8000 words (including the list of references and annexures).
- Use the automatic page numbering function to number the pages.

8. Abstract

The abstract should be limited to 250 words. It should be a concise and clear presentation of the contents of the manuscript. It should be understandable by the general reader and it should contain a minimum of acronyms and jargon. Keywords should not be more than five.

9. Headings

Headings should be in Sentence case, starting with **Introduction,** and should be bolded**,** font size 11pt and aligned left, do not number. Subheadings should appear in ***Sentence case, bold, font size 11pt, italic***. Further division of subheadings should be *Sentence case, un-bold**,** font size 11pt, Italic*. Headings should be short and clear indications of the content.

10. Figures and Tables

Tables should be numbered sequentially with an explanatory title left-aligned **above** the table. The font should be <u>Times New Roman, 10pt, bold</u>**,** <u>sentence case, and one column must be used</u>. Single-line titles are preferred.

Figures should be numbered sequentially with an explanatory title left-aligned **below** the figure. <u>The font should be Times New Roman, 10pt, bold</u>**,** <u>sentence case, and one column must be used.</u> Single-line titles arepreferred.

Tables and Figures must be black and white. Text within the figures and tables should be in <u>Times New Roman, 10pt, and single line spacing.</u>

- ❖ ***Abbreviations***
  Abbreviations should be defined at first mention and used consistently thereafter.

- ❖ ***Non-English words***
  Scientific Names – Italic & "Sinhala words" - within inverted comas.

- ❖ ***Footnotes***
  Try to avoid footnotes. If there are any, place them at the bottom of a page followed by a superscript numeral[1].

- ❖ ***Acknowledgment***
  Acknowledgments of people, grants, funds, etc. The names of funding organizations shouldbe written in full in the relevant section of the manuscript.

11. References

Authors must use the **<u>APA (American Psychological Association) 7th edition</u>** reference style. For detailed information, please be sure to consult the Publication Manual of the APA or https://libguides.csudh.edu/citation/apa-7#s-lg-box-22358978 website for detailed standards and procedures.

- The references list should be single-spaced.
- References should be organized by the author's last name in alphabetic (A-Z) order.
- Use a hanging indent (0.4inch) to separate each list item.

12. Plagiarism Policy

The journal will judge any case of plagiarism and AI-generated texts on its limits. If plagiarism and/or AI-generated texts are detected by the editorial board member, reviewer, editor, etc., in any stage of the article review process; before or after acceptance, during editing, or at a page proof stage, the editorial board will notify the same to the author(s) and will ask them to rewrite the content or to cite the references from where the content has been taken or has the authority to reject the submission.

- All the submitted manuscripts for publication are checked for plagiarism at the initial review.
- The manuscripts in which plagiarism and/or AI-generated texts are detected are handled based on the extent of their percentage.
  - **< 20% Plagiarism:** The manuscript will be given an ID and the manuscript is sent to the author for formatting revision (if any) and/or double-blind peer review.
  - **20-40% Plagiarism:** The manuscript will be sent back to the author for content revision.
  - **> 40% Plagiarism:** The manuscript will be rejected at the initial review