

## **GUIDELINES FOR EXTENDED ABSTRACTS**

The 2<sup>nd</sup> International Research Symposium on Management 2023 (IRSM 2023) invites submissions of extended abstracts based on original research. The deadline for submission is **July 15<sup>th</sup>, 2023**. The abstracts must be prepared and formatted according to the guidelines given below.

### **1. General Instructions**

- The extended abstracts should be written in English and free from grammatical and typographical errors. The author/s should proofread the manuscript carefully before the submission.
- The extended abstract content must be organized under the major headings – Introduction, Methodology, Results and Discussion, Conclusions and Implications, and References. Sub-headings under the above major headings are not allowed.
- The extended abstract length should be between 1000-1500 words, including the list of references.
- The author must ensure that the extended abstract is saved as a Microsoft Word (doc/docx.) file.
- Authors' name/s, including names of all co-authors and their affiliations, should appear on a separate title page.
- The author should ensure that the extended abstracts submitted to the IRSM 2023 have not been published previously or are not under consideration for publication by any other journals or conferences. Accordingly, the author must submit the “Author Declaration Form” when the camera-ready copy is submitted.
- At the initial stage, the author/s can decide whether to join IRSM 2023 for oral or poster presentations.
- The final decision to accept or reject the extended abstracts will be under the editorial board's authority with the reviewers' recommendations.
- IRSM 2023 collaborates with several local peer-reviewed journals to identify and publish high-quality research papers submitted to IRSM 2023. However, the editorial board will decide the suitability of the extended abstracts for journal publications. The editorial board of the following collaborated journals reserves the right to determine the suitability of the manuscripts for publication, followed by a full paper reviewing process:
  - Rajarata University Journal
  - Journal of Management Matters

## Formatting Guidelines

<b>Title of the paper</b>	Times New Roman, 10-point font size, all caps, bolded and centered. (Word limit – 20)
<b>Authorship</b>	The Author/s Name: Times New Roman, 10-point font size, bolded, centred. Please do not use honorifics for author names (i.e. PhD, Dr., etc.). Institutional Affiliation and Country: Times New Roman, 10-point font size, italic, centred. The e-mail address of the corresponding author: Times New Roman, 10-point font size, italic, centred.
<b>Body</b>	Paper size: B5 Text: in single-space, justified Font & Font Size: Times New Roman, 10-point size. Line Spacing: 1.15 line spacing. Page numbers: Centered on the bottom margin. Margins: Top and Bottom - 0.5 inches, Left & Right – 1.0 inches
<b>Headings</b>	Only the major headings are allowed on a separate line, 10-point font size, left-aligned, bolded, all-caps.
<b>Citations and Referencing</b>	The 7th edition of APA Style should be used when formatting citations and references as follows. Times New Roman font with 10-point size and left-alignment for your reference list. Hanging indentation of 0.5 inches for each reference. This means that the first line of each reference should be flush with the left margin, and subsequent lines should be indented by 0.5 inches. Include a maximum of 10 references.  Examples: Journal Article Smith, J. D., Brown, K. L., & Lee, R. W. (2022). The effects of mindfulness on academic performance. <i>Journal of Educational Psychology</i> , 114(3), 357-369. <a href="https://doi.org/10.1037/edu0000601">https://doi.org/10.1037/edu0000601</a> Book Jackson, L. M. (2019). <i>The psychology of prejudice: From attitudes to social action (2nd ed.)</i> . American Psychological Association. <a href="https://doi.org/10.1037/0000168-000">https://doi.org/10.1037/0000168-000</a> Book Chapter Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), <i>Media effects: Advances in theory and research</i> (4th ed., pp. 115–129). Routledge. Website

	<p>Centers for Disease Control and Prevention. (2021). <i>COVID-19: How to protect yourself and others</i>. <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html</a></p> <p>(For more information <a href="http://www.apastyle.org/">http://www.apastyle.org/</a>).</p>
<p><b>Figures and Tables</b></p>	<p>The 7th edition of APA Style should be followed for tables and figures</p> <p>The table/figure number (e.g., Table 1, Figure 1) should be in bold font and placed above the table/figure title and body. Number tables/figure in the order in which they are mentioned in your paper.</p> <p>The table/figure title should be one double-spaced line below the table/figure number. It should be brief but descriptive and in <i>italic</i> title case.</p> <p>Tables may include a variety of headings, including column headings and a stub heading for the leftmost column.</p> <p>The table body includes all the rows and columns of a table, including the headings row. The body should be single-spaced.</p> <p>If a figure legend (or key) is present, it should be positioned within the borders of the figure and should explain any symbols used in the figure image. Capitalize words in the figure legend in the title case.</p> <p>Left-align the information in the leftmost column or stub column of the table body (but center the heading). Information in all other cells of the table should be left-align.</p> <p>The notes may appear below the table/figure as needed to provide additional information.</p>
<p><b>Formula</b></p>	<p>The 7th edition of APA Style should be followed for formulars</p> <p>For short and simple equations, like <math>a = [(1 + b)/x]^{1/2}</math>, integrate them into the text. To display fractions, use a slash (/) in the text. The equations shouldn't project above or below the line of text.</p> <p>For complex equations or those that need to be numbered for reference, display them separately. Number all displayed equations consecutively and include the number in parentheses near the right margin of the page.</p>

## 2. Template and Content of Extended Abstract

### TITLE OF THE STUDY

Author Name

*Affiliations*

\*Corresponding author (email: author email)

### INTRODUCTION

This section shall detail about background information relating to the study. The author/s may also mention significance and contribution of the study, while specifying how it relates or differs from those of previous studies. The scope and limitations of the study may also be included in this section.

Specific issues, contradictions, or gaps in knowledge that the study addresses shall also be discussed in this section while citing relevant sources of literature as evidence for or justification of the research problem. Then, a clear statement/s of objective/s need to be provided for addressing the research problem/s.

### METHODOLOGY

The methodology shall be clearly stated and described in sufficient detail with sufficient citations. It shall describe, if any, the research framework and related hypotheses, and the methods applied for data collection and analysis in detail. It should be further highlighted why the chosen method(s) are suited for the research problem.

### RESULTS AND DISCUSSION

This section shall summarize and briefly discuss the main findings of the research, using data, figures, tables, etc. The findings shall also be compared to other studies or generally accepted knowledge in the field.

### CONCLUSIONS AND IMPLICATIONS

This section shall include the principles and generalizations inferred from the results, any problems or limitations of the work, and theoretical and/or practical implications of the study. All the conclusions should be supported by the information provided in the results and discussion section.

**Keywords:** A maximum of five keywords can be included. The keywords should be placed in alphabetical order.

**Funding/Acknowledgement:** The author(s) shall declare all sources of funding/ acknowledge any individual or organization directly contributed to the study.

### REFERENCES

References shall be listed in alphabetical order and presented according to the APA style - 7<sup>th</sup> edition (for more information <http://www.apastyle.org/>).

### Examples:

Journal Article

Smith, J. D., Brown, K. L., & Lee, R. W. (2022). The effects of mindfulness on academic performance. *Journal of Educational Psychology*, 114(3), 357-369. <https://doi.org/10.1037/edu0000601>

Book

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action (2nd ed.)*. American Psychological Association. <https://doi.org/10.1037/0000168-000>

Book Chapter

Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research (4th ed., pp. 115–129)*. Routledge.

Website

Centers for Disease Control and Prevention. (2021). *COVID-19: How to protect yourself and others*. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

## Template of Tables

**Table 1**

*Table Header*

Stock Market	Stock Prices (\$)	Date
ABC	45.00	1/1/2020
DEF	58.00	1/2/2020
GHI	40.00	5/5/2020
WXY	35.00	7/2/2020

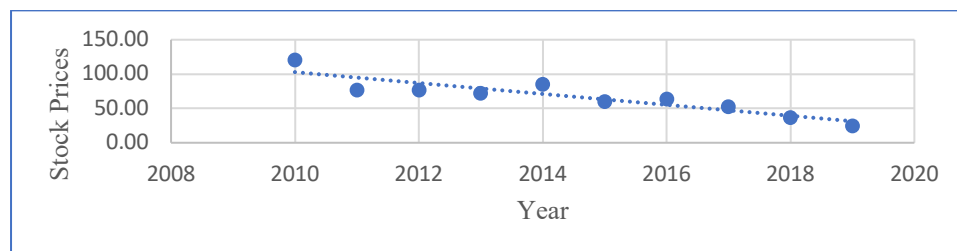
*Note.* Table notes

## Template of Figures

Figures include charts, graphs, and drawings. All figures and other graphics should be embedded, or electronically placed, within the text immediately after the first point of reference.

**Figure 1**

*Figure Header*



*Note.* Figure notes