

**Author Guidelines**  
**5th International Research Symposium**  
**Applied Research and Knowledge Centre**  
**Chartered Institute of Personnel Management (CIPM) Sri Lanka**

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### **Format of the Paper**

- The first page should contain the title, and author(s) information.
- **An abstract:** A brief statement of the purpose/objective(s), design/methodology/approach, main findings of the study and the main implications for HR professionals not exceeding a limit of 250 words.
- **Keywords:** keywords should encapsulate the principal topics/areas of the paper. Have a maximum of 5 key words, separated by semi colons.
- **Background:** A broader introduction to the topic and an explanation/ statement of the aim/objective(s) of the paper together with reasons/ rationale for carrying out the study.
- **Literature Review:** A review of the previous studies in the relevant area, leading to the argument the author attempts to build.
- **Methodology/design/approach:** an explanation of the research strategy/approach used for the study, sample selection and data collection methods
- **Discussion of Findings:** A discussion of the findings of the study. Comparing and contrasting the findings with previous research findings will add value to the article. Can incorporate tables and figures where appropriate.
- **Conclusion:** Highlight the main findings of the study.
- **Practical Implications** to HR professionals: Should state how the findings of the study will impact the HR professionals/HRM discipline.

### **General Guideline and Formatting**

<b>Font type</b>	Times new roman
<b>Line spacing</b>	Double
<b>Paper size</b>	A4
<b>Margins</b>	Top, bottom and right – 1” Left – 1.25”
<b>Title</b>	Not more than eight words in length Font size: 14 Bold and All Caps Centered
<b>Author(s) details:</b>	name (s) and affiliation(s) and contact details of the corresponding author (email and phone) Font size: 12 Centered

<b>Section headings (up to three levels)</b>	<b>1. Bold, initial cap only, font size 12</b> <i>1.1. Bold, italic, initial cap only, font size 12</i> <i>1.1.1. Italic, initial cap only, font size 12</i>
<b>Paragraphs</b>	½” indented
<b>Tables</b>	Heading : above the table as Table 1. Title of the table Source: Below the table in font size 10
<b>Figures</b>	Heading: above the figure as Figure 1. Title of the figure Source : Below the figure in font size 10
<b>Displayed quotations</b>	Over 40 words or when appropriate Indented ½” left and right
<b>Appendix</b>	After referencing Appendix 1: Title
<b>In-text citation</b>	<ul style="list-style-type: none"> <li>Work of one author: use the Surname of the author &amp; year of publication. (Perera, 2019)</li> <li>work by two authors: use the surnames of both authors with the year of publication (Fitzgerald &amp; Brown, 2017)</li> <li>work of three or more authors: use surname of the first author and <i>et al.</i>, with year (Fitzgerald et al., 1988),</li> <li>citation of multiple work: surnames and years of publications on alphabetic order with semi colons (Alwis, 2017; Perera, 2001; Silva, 2003)</li> </ul>
<b>Referencing (APA style)</b>	At the end of the paper, a reference list in alphabetical order should be supplied:
<b>Journal articles</b>	
One author	Surname, initials. (Year of publication). Title of the article, <i>Name of the Journal, Volume</i> (issue), Page numbers. <u>Example</u> Guest, D.E. (2019). Human resource management and performance: still searching for some answers. <i>Human resource Management Journal, 21</i> (01), 3-13
Several authors	Surname of the first author, initials, & surname of the second author, initials. (Year of publication). Title of the article, <i>Name of the Journal, Volume</i> (issue), Page numbers. <u>Example</u> Wright, P.M., & McMahan, G. C. (2011). Exploring human capital: putting human back into strategic human resource management. <i>Human resource Management Journal, 21</i> (02), 93-104
More than five authors	Surnames of the first 5 authors with initials, et al., (Year of publication). Title of the article, <i>Name of the Journal, Volume</i> (issue), Page numbers. <u>Example</u> Fitzgerald, L.F., Shullman, S.L., Bailey, N., Richards, M., Swecker, J., Gold, Y., et al. (1988). The incidence and dimensions of sexual harassment in academia and the workplace, <i>Journal of Vocational Behavior, 32</i> , 152-175.
Journal article electronic	Same as above with the URL <u>Example</u>

version	Shepherd, R., Barnett, J., Cooper, H., Coyle, A., Moran-Ellis, J., Senior, V., & Walton, C. (2007). Towards an understanding of British public attitudes concerning human cloning. <i>Social Science &amp; Medicine</i> , 65 (2), 377-392. doi:10.1016/j.socscimed.2007.03.018
<b>Books</b>	Surname, initials. (Year of publication). <i>Title of the book</i> . Place of publication: Publisher. <u>Example</u> Hettige, S.T. (2004). <i>Current social crisis</i> , Colombo: Godage publishers
<b>Book chapters</b>	Surname, initials. (Year of publication). <i>Title of the book chapter</i> . In editors initials, surnames (Eds). The name of the book. Place of publication: Publisher. <u>Example</u> Morse, J.M. (2007). Sampling in grounded theory. In A. Bryant & K. Charmaz (Eds.), <i>The sage handbook of grounded theory</i> (pp. 229-244). Los Angeles: SAGE.
<b>Thesis</b>	Surname, initials. (year). <i>Title</i> . Types of thesis, University, Country. <u>Example</u> Dissanayaka, A. M. (2006). <i>Knowledge management in Sri Lankan organizations</i> . Unpublished master's thesis, University of Colombo, Sri Lanka.

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