

CIPM International Research Symposium
Chartered Institute of Personnel Management (CIPM), Sri Lanka

Author Guidelines

CIPM International Research Symposium welcome –

- Research papers
- Conceptual papers
- Case studies
- Literature reviews

Under the following tracks –

- Cultural Diversity and Inclusion
- Talent Development and Retention
- Ethical Leadership and Corporate Social Responsibility
- Adapting to Technological Advancements
- Mental Health and Well-being at Work
- Global Workforce Challenges
- Employee Empowerment
- Reskilling and Upskilling

Article/paper format

Articles should be between 6000-7000 words and should include -

- The title, and author(s) information.
- **Keywords:** keywords should encapsulate the principal topics/areas of the paper. Have a maximum of 5 key words, separated by comma, alphabetical order.
- **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.
- **Findings and Discussion:** Presentation of the findings and the discussion including comparing and contrasting the findings with previous research findings and theory. 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

| | |
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| Font type | Times New Roman |
| Line spacing | Single |
| Paper size | A4 |
| Margins | Top, bottom, Left and right – 1” |
| Title | Not more than fifteen words in length Font size: 12 Bold and Title Case Centered |
| Author(s) details: | name (s) and affiliation(s) and contact details of the corresponding author (email and phone) Font size: 11 Centered |
| Section headings (up to three levels) | 1. Bold, initial cap only, font size 12 <i>1.1. Bold, italic, initial cap only, font size 11</i> <i>1.1.1. Italic, initial cap only, font size 11</i> |
| Paragraphs | ½” indented |
| Tables | Heading: above the table as Table 1. Title of the table Source: Below the table in font size 10 |
| Figures | Heading: Below the figure as Figure 1. Title of the figure Source: Below the figure in font size 10 |

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|--------------------------------|---|
| Displayed quotations | Over 40 words or when appropriate indented ½” left and right |
| Appendix | After referencing Appendix 1: Title |
| In-text citation | <ul style="list-style-type: none"> • Work of one author: use the Surname of the author & year of publication. (Perera, 2019) • work by two authors: use the surnames of both authors with the year of publication (Fitzgerald & Brown, 2017) • work of three or more authors: use surname of the first author and <i>et al.</i>, with year (Fitzgerald et al., 1988), • citation of multiple work: surnames and years of publications on alphabetical order with semicolons (Alwis, 2017; Perera, 2001; |
| Referencing (APA style) | At the end of the paper, a reference list in alphabetical order should be supplied: |
| Journal articles | |
| One author | <p>Surname, initials. (Year of publication). Title of the article. <i>Name of the Journal, Volume (issue), Page numbers.</i></p> <p>Example</p> <p>Guest, D.E. (2019). Human Resource Management and Performance: Still Searching for Some Answers. <i>Human Resource Management Journal, 21(1), 3-13</i></p> |
| Several authors | <p>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 (issue), Page numbers.</i></p> <p>Example</p> <p>Wright, P.M., & McMahan, G. C. (2011). Exploring Human Capital: Putting Human back into Strategic Human Resource Management. <i>Human Resource Management Journal, 21(2), 93-104</i></p> |

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|----------------------------------|--|
| <p>More than five authors</p> | <p>Surnames of the first 5 authors with initials, et al., (Year of publication). Title of the article. <i>Name of the Journal, Volume(issue), Page numbers.</i> <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.</p> |
| <p>Journal Article e-Version</p> | <p>Same as above with URL – Example given below</p> |
| | <p>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 & Medicine, 65</i> (2), 377-392. doi:10.1016/j.socscimed.2007.03.018</p> |
| <p>Books</p> | <p>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</p> |
| <p>Book chapters</p> | <p>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 Angels: SAGE.</p> |

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| Thesis | Surname, initials. (year). <i>Title</i> . Types of theses, University, Country. Example 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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Articles submitted to the symposium should not have been published before, in their current or substantially similar form, or be under consideration for publication with another symposium/conference.

Authors can submit their article as an e-mail attachment on MS Word format to -

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CIPM Sri Lanka
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