

**2021 Annual Emerging Financial Markets and Policy Conference**  
Sri Lanka Finance Association  
[www.slfa.lk](http://www.slfa.lk)

**Camera Ready Extended Abstract Preparation Guidelines**

**1. The first page of the paper must include the following:**

- 1.1. Title: Include a concisely worded title. Formatting: Bold, centre-aligned, capitalize the first letter of each word in the title except prepositions and conjunctions
- 1.2. Author details in the order as they should appear on the manuscript:
  - 1.2.1. Full Name: Capitalize all letters in the Last Name
  - 1.2.2. Affiliation: Full name of the affiliation, such as the university, institution or firm. Clearly indicate the corresponding author, as illustrated in the example below.
  - 1.2.3. Email address
  - 1.2.4. Telephone number: the best contact number. Mobile is preferred.
  - 1.2.5. Do not use footnotes or endnotes for this purpose.

Example:

Firstname1, LAST NAME1  
First Author Affiliation  
[firstauthor@gmail.com](mailto:firstauthor@gmail.com)  
First author telephone number

Firstname2, LAST NAME2  
*Corresponding Author*  
Second Author Affiliation  
[secondauthor@gmail.com](mailto:secondauthor@gmail.com)  
Second author telephone number

- 1.3. An abstract of maximum of 300 words and 3-5 keywords
  - 1.4. Acknowledgements, if any, including information on any funding and grants for the research.
- 2. Formatting:** The papers should conform to the following formatting guidelines:
- 2.1. Page margins: 1” on each side on an A4 size paper.
  - 2.2. Font: 11 pt, Times New Roman for all text in the content.
  - 2.3. Spacing: single-spaced. There should be only one space between words and only one space after any punctuation.
  - 2.4. Text alignment: justified
  - 2.5. First-level headings: Bold, left aligned and numbered using Arabic numerals such as 1, 2 etc.
  - 2.6. Second-level headings: Bold, left aligned and numbered using Arabic numerals using the 1.1, 1.2 etc.
  - 2.7. Third level headings: Italics, left aligned and numbered using Arabic numerals in the format 1.1.1, 1.1.2 etc. We do not encourage headings beyond the third level.

- 2.8. Titles of tables/ figures/ appendices: Left aligned, capitalize the first letter of each major word. Numbered consecutively using Arabic numerals.
- 2.9. Language: All submissions must be in English and the American dictionary consistently for spellings.
- 2.10. Footnotes: Notes should be kept to a minimum and placed in the text as footnotes and not as endnotes.
- 2.11. Numbers in the text: All numbers under 10 should be spelt out in letters. All numbers of 10 or more should be rendered in digits. If a number is used at the beginning of a sentence, it should be spelt out in letters. Indicate the source for external figures and tables
- 2.12. Abbreviations: Abbreviations should be defined in parentheses the first time they appear and used consistently thereafter.
- 2.13. Equations: Equations should be editable and not appear in a picture format. Number them consecutively using Arabic numerals in parentheses. You are advised to use the Equation function in Microsoft Word for this purpose.
- 2.14. Reference style: APA style should be used for references and citations. Sort reference list alphabetically. Do not number. Use hanging indent. View the APA guidelines (<https://apastyle.apa.org/>) to ensure your manuscript conforms to this reference style.
- 2.15. All text in the body and tables/figures must be editable. Do not include any text, equations, tables/figures as non-editable images.

### **3. Tables and Figures**

- 3.1. Place all tables, graphs, figures, exhibits and appendices at the end of the manuscript after references.
- 3.2. Number them consecutively with Arabic numerals.
- 3.3. The title of a table/figure should be labelled above the table /figure.
- 3.4. Include table / figure descriptions below the table / figure.
- 3.5. The entire table/figure must appear on a single page (avoid breaking out of tables across multiple pages). If a table is lengthy, consider splitting the table or consider landscape orientation.

### **4. Paper length**

The length of the camera-ready extended abstract needs to be strictly within five pages, including references and appendices. You are advised to retain only the key citations and references while avoiding too many tables and appendices as far as possible.

5. **File format:** All papers must be submitted in MS Word. Files should not be locked.
6. The corresponding author/primary contact author must ensure that the paper is complete, grammatically correct, free from spelling or typographical errors and conform to all the above guidelines.
7. If you have any questions, please contact Dr. Manjula Wanniarachchige at [conference.efmp@slfa.lk](mailto:conference.efmp@slfa.lk)