**Annual Emerging Financial Markets and Policy Conference**

Sri Lanka Finance Association
[**www.slfa.lk**](http://www.slfa.lk)

**Paper Preparation and Submission Guidelines**

**Paper Preparation**

1. **The first page of the paper:**
	1. Title of the paper: Include a concisely worded title.
	2. Author/s details: Author name/s, affiliation/s, and corresponding author’s email.
	3. Abstract: An abstract of at least 200 - 300 words and 3-5 keywords
2. **Formatting**:

The papers should conform to the following formatting guidelines:

* 1. **Page margins**: 1” on each side.
	2. **Font:** Times New Roman, 12 points.
	3. **Spacing**: Single-spaced. There should be only one space between words and only one space after any punctuation.
	4. **Text alignment**: Justified
	5. **Title**: Bold, center-aligned, capitalize the first letter of each word in the title except prepositions and conjunctions.
	6. **Author names**: Center aligned.
	7. **Author affiliations**: Italics, center-aligned
	8. **Corresponding Author**’s email: Center aligned
	9. **First level headings**: Bold, left-aligned, and numbered using Arabic numerals such as 1, 2, etc.
	10. **Second level headings**: Bold, left-aligned, and numbered using Arabic numerals using 1.1, 1.2, etc.
	11. **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.
	12. **Titles of tables/ figures/ appendices**: Left aligned, capitalize the first letter of each major word. Numbered consecutively using Arabic numerals.
	13. **Language**: All submissions must be in English and the American dictionary consistently for spellings.
	14. **Footnotes**: Notes should be kept to a minimum and placed in the text as footnotes and not as endnotes.
	15. **Numbers in the text**: All numbers under 10 should be spelled 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 spelled out in letters. Indicate the source for external figures and tables
	16. **Abbreviations**: Abbreviations should be defined in parentheses the first time they appear and used consistently thereafter.
	17. **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.
	18. **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.
1. **Tables and Figures**
	1. Place all tables, graphs, figures, exhibits, and appendices at the end of the manuscript after references. Indicate the places where they should be inserted in the manuscript for example <insert figure 1 here> etc.
	2. Number them consecutively with Arabic numerals.
	3. The title of a table should be labeled above the table.
	4. The title of figure should be just below the figure.
	5. Include table / figure descriptions / notes below the table / figure.
2. **Paper length**
	1. Full papers should be single-spaced. They should not normally exceed 7,000 words including abstract, manuscript, references, tables, graphs, figures, exhibits, and appendices.
	2. Number the pages consecutively.
3. Submitted papers should not have been published in any form or accepted for publication. Accordingly, the author must submit the **“Author Declaration Form”** when the camera-ready copy is submitted.
4. The corresponding author must ensure that the paper is complete, grammatically correct, free from spelling or typographical errors, and conform to all the above guidelines.
5. Only full papers will be considered.
6. The decision to accept or reject the full paper will be under the editorial board's authority with the reviewers' recommendations.

**Paper Submission**Please note that your paper must be submitted as a single Microsoft Word file(doc/docx.).

To submit a paper, please email (1) the Paper Submission Form and (2) the article to the email address indicated on the paper submission page of the conference.