# *Journal of Business and Technology*
## *Guidelines for Authors*

Journal of Business and Technology is an international journal which is published semi-annually is the refereed journal of the Department of Commerce and Financial Management. The vision of the journal is to offer an academic platform to researchers to publish their novel, empirical and high-quality research work at national and international level. It proposes to encourage research connecting to modern trends and practices in finance, entrepreneurship, human resource management, marketing and emerging paradigms in related areas of management including social sciences, education and information & technology.

## Types of Manuscripts Accepted and Word Limit
Research Paper (Empirical or Conceptual): 8000 to 10000 words
Case Study: 6000 to 8000 words.

## Submission
All manuscripts considered for submission should be directly mailed to the to the JBT's official mail; jbt@kln.ac.lk.

## Formatting Guidelines

Manuscripts should be in English and typed in Times New Roman font size 10, with single line spacing in double column (except the abstract) and with a 1-inch margin on all sides. The size of the page should be B5. The body of the manuscript may arrange under the headings of Introduction, Literature Review, Research Methods, Findings and Discussion followed by the Conclusion and Future Research Directions.

## Author/s Name and Affiliation
Name: Name with Initial, Times New Roman, 11-point
Affiliation: Department, Faculty, University/Institution, Country, Times New Roman, 10-point
Email: Times New Roman, 10
Should name the corresponding author

**Manuscript Title**: The title of the paper should be in 12-point Times New Roman font. It should be bold typed.

**Abstract**: Following the cover page, there should be an 'Abstract' page, which should contain the title of the paper, the subtitle 'Abstract' and a summary of the paper in single space, not exceeding 200 words in single column. The text of the paper should not start on this page, but on a fresh page with the title of the paper repeated.

**Keywords**: Abstract must be followed by a list of keywords, subject to a minimum of three. These should be arranged in alphabetical order and be separated by commas with a full stop at the end.

**The body of Manuscript**: Manuscript must be prepared on standard B5 size paper setting. It must be prepared on a single spacing and double column with a 1-inch margin set for top, bottom, left and right. It should be typed in 10-point Times New Roman font with page numbers at the bottom centre of every page.

**Headings**: All section headings should be in 11-point Times New Roman font, and sub-section headings should be in 11-point Times New Roman font. These must be bold-faced, aligned left and fully capitalized. Leave a blank line before each heading.

**Table and Figure:** Table and figure caption should be left aligned and numbered, 10-point. Source should be aligned left and below the table and figure, 10-point, italic. Do not use coloured tables or figures.

**In-text Citations**: Indicate the position of the reference in the text within brackets by the author's last name and the year of publication; e.g.: '(Rae 2007)' or incorporate it into a sentence, e.g.: 'as pointed out by Rae (2007)'.

**References**: References should be in the APA style.

**Notes**: Do not use footnotes. Minimize endnotes. If they are unavoidable, number them serially in the text using superscript and list them together on a separate sheet under the heading NOTES immediately following the text of the paper. Notes are not for citing a reference but for offering a significant explanation, which is important for understanding the text but is tangential to the main idea discussed therein.

**Revised Manuscripts**: At the end of the review process, the author is expected to incorporate the modifications suggested by the reviewers, if any, and submit a soft copy of the final revised manuscript.