

## Author Guidelines

### Publication Ethics

Authors are encouraged to submit complete, unpublished, original, and full-length manuscript. Submission of a manuscript implies that the work described in the article has not been published, or not under consideration, or not under review elsewhere.

### Plagiarism Policy

The Journal has a policy on **zero tolerance of plagiarism**. All submissions will be checked before sending to the reviewers.

### Copyrights

Copyrights for manuscripts retained by the author(s), with first publication rights granted to the Journal.

### Publication Fee

The Journal charges **no publication or processing fee**.

### Review process

Each paper will be reviewed by the editor and, if it is satisfied with the guidelines of the Journal, it would then be sent to two independent reviewers for double blind peer review.

### Manuscript Requirements

Please prepare your manuscript before submission, using the following guidelines.

**Format:** Manuscripts should be submitted in MS-Word with Arial font style. Font size of the main title should be 14 and others including sub-heading should be 12. Divisions in the manuscripts should be numbered with Roman numbering. Titles of the Sub-division should be Italic,

**Manuscript length:** Articles should be between 3000 and 8000 words in length. This includes all text including references and appendices. Please allow 280 words for each figure or table,

**Abstract and Keywords:** Articles must have abstract with not exceeding 250 words and minimum of four keywords,

**Author Details:** All authors' names and their affiliations should be submitted along with the manuscript. Corresponding author should be notified with asterisk mark,

**Figures:** All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in electronic form,

**Tables:** Tables should be typed and included in a separate file to the main body of the article. The position of each table should be clearly labeled in the body text of article with corresponding labels being clearly shown in the separate file,

**Reference:** References must be prepared in **Harvard style** and carefully checked for completeness, accuracy and consistency.

*For Journals* - Craig, C. J., and Yunus, M. A. (2009), "Incentives to export for Australian export market ventures". *Journal of Small Business and Enterprise Development*, Vol.16, No.03, pp.418-431.

*For published Conference Proceedings* – Sritharan, S Arulrajah, A and Ragel, V.R. (2012), "Self-Preparedness of undergraduates in securing job opportunities after graduation", 7<sup>th</sup> International Research Conference on Management and Finance (IRCMF 2012), University of Colombo.

*For Working Paper*-Federico, B., & Kichiro, F. (2003), "Export diversification in low-income countries: an international chal

lenge after Doha", OECD Developing Centre Working Paper, ISSN:1815-1949, No.209.

*For books*- Author(s) name, initials (year), "Title of Book", Publisher, Place of publication.

Eg: Ken N. Kamoche (2001), *Understanding Human Resource Management*, McGraw- Hill Education, UK.

*For News Paper (authored):* Author Name, Initials (year), "Article title", Newspaper, date, pages.

Eg: Smith, A. (2008), "Money for old rope", *Daily News*, 21 January, pp. 1, 3-4.

*For electronic sources:* Author name, initials (year), "Article title". The full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.

## **Manuscript Submission**

Completed manuscripts should be sent via editorjbs@esn.ac.lk.

## **Contact**

Editor-in-Chief

Mentor-JBS

editorjbs@esn.ac.lk