

Writing Journal Article
A Guide to Write Research Article for the HR Conference



Department of Human Resource Management
Faculty of Management Studies and Commerce
University of Sri Jayewardenepura
Sri Lanka

Introduction

This guide provides some advice on how to write a paper for the HR Conference in a blind reviewed proceedings and refereed journal published by the Department of Human Resource Management, University of Sri Jayewardenepura.

This guide consists of few subheadings as general guidelines to write a paper, goals of a paper, abstract, introduction, problem background, problem, literature review, method, findings, conclusion and recommendation, citations and references.

General guidelines to write a paper

General guidelines to write a paper to the HR Conference are given below.

- Print or type using a 12 point standard font, Times New Roman.
- Text should be one and a half spaced on 8 ½" X 11" paper with 1 inch margins.
- Number pages consecutively.
- Adhere to word limit of 3,000 words to 5, 000 words.

Language used

- In abstract: past tense
- Introduction: past tense except when referring to established facts
- Problem Background: past tense except when referring to established facts and figures
- Problem: past tense
- Literature Review: past tense
- Method: active voice when documenting method without using first person
- Result: past tense
- Discussion: past tense for referring to works done by specific individuals and present tense for referring to generally accepted facts and principles

(<http://www.ruf.rice.edu/~bioslabs/tools/report/reportform.html>)

Style

- In text, refer to each figure as “figure 1” etc. : number tables as “table 1” etc.
- Name all figures and tables on the top of the figure and table as “Figure No 1: (heading of the figure) and “Table No 1: (heading of the table).
- Use proper ways of citations in the parts of introduction, problem background, problem, literature review, method, and discussion.
- Use Harvard System of citations and references
- Reference list should be ordered with ascending order.

Goals of a paper

Goals of an academic paper illustrate why you write a paper to the well recognized proceedings or/and journals. Therefore, you have to read these two goals of a paper before doing a research and write a paper to the HR Conference.

- [i.] Your paper is valuable for your career targets whether you are an academician or practitioner. It enriches your CV or Resume. Therefore, you have to conduct your project or research work seriously and try to earn credit for the work.
- [ii.] A paper written on your project or research work is valuable for the general society or specific society or for both. The research paper is a mode of informing your recommendations to the general or specific social problem. Then, your findings might lead to create new products, devices, diagnostic procedures, concepts and theory building, argument buildings and etc that can be beneficial to the industrial world and/or general community (Sherrill, 2003).

Thus, your project or research work should be seriously done and written to the highly circulated proceedings and /or journals.

Contents of the Paper for the HR Conference

The contents of the paper might be different from journal to journal, depending on its accepted format or specific purposes. However, the format explained below is used to assess the papers for the HR Conference.

- Title
- Abstract
- Introduction
- Background of the Research Problem (if necessary)
- Problem Statement
- Literature Review and Conceptual Framework
- Method
- Findings of the Study
- Discussion and Recommendation
- References

Sample Format for the Full Paper

Single Author

The Impact of Employee Grievances to the Trade Union Activities: Case Study in Sri Lankan Railway Department

Kottawatta, K. H.

Professor

Department of Human Resource Management

Faculty of Management Studies and Commerce

University of Sri Jayewardenepura

Sri Lanka

gimhan@sjp.ac.lk

More than One Author

The Impact of Employee Grievances to the Trade Union Activities: Case Study in Sri Lankan Railway Department

Kottawatta, K. H.¹ and Kaluthanthri, P.²

Professor¹

Department of Human Resource Management

Faculty of Management Studies and Commerce

University of Sri Jayewardenepura

Sri Lanka

gimhana@sjp.ac.lk

Senior Lecturer²

Department of Real Estate and Valuation

Faculty of Management Studies and Commerce

University of Sri Jayewardenepura

Sri Lanka

kaluthanthri@sjp.ac.lk

Abstracts

Introduction

Background of the Research Problem

Problem Statement

Literature Review

Method

Findings of the Study

Discussion and Recommendation

References

Title

Title is the most important part of a paper. It gets read – first by the HR Conference editors, reviewers, and later by the participants of the conference and the readers. The title of a paper is a concise summary of the main points of your paper. It should contain all the key elements of your study. You have to limit (the title of your article to the HR Conference) to 100 characters and spaces or less (the title of your article to the HR Conference).

Abstract

Abstract of a paper is also a concise summary of the study and the second mostly read portion of a paper. The summary of your work for the HR Conference should be two hundred to three hundred words (200 - 300). It should be a single paragraph, which contains,

- A general introduction to the topic
- Problem of the study
- Methodology used briefly
- Outlines of the major results
- Summarized conclusion
- Key words of the abstract/research

You have to avoid using the following in the abstract,

- Citations
- Mathematical symbols
- Mathematical equations

- Paragraphing the different sections

The abstract is more general than the conclusion of a paper and can have a staccato literature style. To write the perfect abstract of a paper, you have to cross – check all the information in the abstract with the text, tables, and figures.

Introduction

Introduction is the starting part of your paper and is also important. However, your introduction part should not exceed one and a half pages. The main purpose of an introduction is to acquaint the reader with the rationality behind the work, with the intention of defending it.

The first paragraph should start with a broad statement and then narrow down to the research topic on the rest of the paragraphs. The purpose of the first paragraph is to grab the researchers' interest in the paper, to clearly identify for the reader what the paper will address, and to quickly bring the reader to the edge of knowledge in the field the paper addresses (Russel and Morrison, 2003).

You can use second, third and other paragraphs to narrow down the vast area of research into the specific areas which relate to the topic of the paper. Your work can be enriched with the citations.

Background of the Research Problem

This part of your work is laid to explain the secondary data/ information and theoretical facts and figures rested on the research problem. Background of the research problem gives a rational ground to develop the research problem and significance of the research work.

Problem Statement

A clear problem statement of a paper can be developed based on the facts and figures illustrated in the previous part (background of the problem). It must be identified and defined without any ambiguity (Panneerselvam, 2004). There are few things that should be considered when you develop a problem statement of a paper, namely,

- Is the problem interesting to the general or specific society?
- Is it topical to the general or specific society?
- Is the problem likely to continue in the future?
- Will information about the problem have practical importance and/or theoretical importance?
- How important is this problem?
- How influential is this problem?
- How popular is this problem?
- Would this study substantially revise or extend existing knowledge?

Sometimes, you need to give research questions on your research paper. Research questions are the problems which are not resolved till date (Panneerselvam, 2004).

Literature Review

The selection of literature review in the article discusses published information, facts and figures, and findings in a particular subject area within certain time duration. The time duration of published information, facts and figures, and findings might be depending on the nature of the research work/project. In the literature review, you have to summarize the information with synthesizing. The summary is a recap of the important information of the source and synthesis is a re-organization or a reshuffling of that information, facts and figures, and findings (Anson & Robert, 2000; Jones, Patrick & Cynthia, 1997; Lamb & Laurence, 2000 and Troyka, 2002). The main purpose of using literature review in the research paper is to give an insight of your contribution through the paper. Literature review of your paper should be limited to two pages or less. However, this also depends on the nature of the research work/project. Conceptual framework of research work/project can be developed through critique comparison of the past literature. Conceptual framework gives variables of the research work/project and it is a clear blueprint of your work. This also helps to develop hypothesis/es with theoretical arguments of others' works/projects.

Method

Method illustrates how you did and what you did (Sherrill, 2003). It should tell the reader clearly how results were obtained (Socolofsky, 2004). According to Panneerselvam in 2004, you have to explain the following in this part.

- Selection of research approach
- Design of sampling plan
- Design of experiment
- Design of questionnaire and validity, and reliability
- Determination of sample size
- Design of sampling frame
- Data analysis techniques.

Findings of the Study

The purpose of this part of the paper is to present and illustrate findings of your research work/project. The general rule in reporting your findings is: begin with the central findings and then move to more peripheral ones (Darley and Zanna, 2003).

Discussion, Conclusion and Recommendation

The discussion part of a paper addresses what they mean, why they are and what they are of the study matter. It says on what you have learned from the study ((Darley and Zanna, 2003). Open with a clear statement on the support or nonsupport of the hypotheses or the answers to the

questions (Darley and Zanna, 2003). Your discussion should be enriched to contribute something new to the readers' understanding of the problem (Darley and Zanna, 2003).

In the discussion part of a paper, you have to compare your results with those reported by other investigators and to discuss possible shortcomings of your study, conditions that might limit the extent of legitimate generalization or otherwise qualifying your inferences (Darley and Zanna, 2003). In this part, you have consideration of questions that remain unanswered or that have been raised by the study itself, along with suggestions for the kind of research that would help to answer them (Darley and Zanna, 2003).

The conclusion part of a paper should briefly summarize what the paper has discovered and go on to state the broader significance of these findings (Sherrill, 2003). The main point of the paper should be stated or re-stated here (Sherrill, 2003). You don't have to present new information in this section (Socolofsky, 2004).

Citations and References

Please refer separate attachment or website

<http://guides.is.uwa.edu.au/content.php?pid=43218&sid=318559>

Reference

1. Anson, Chris M. & Robert A. Schwegler. (2000). *The Longman Handbook for Writers and Readers*. 2nd edition. New York: Longman.
2. Cronje, M. & Murdoch, N. (2003). *Reference techniques: Harvard method and APA style*. Edited by Smit, R. Available from: <http://www.uj.ac.za/EN/Library/Documents/REFERENCE%20TECHNIQUES%202008%20Harvard%20Method%20and%20APA%20Style.pdf>. (Assessed 12 January 2011).
3. Darley, J. M. & Zanna, M. P. (2003). *The compleat academic: a practical guide for the beginning social scientist*. Edited by Roediger III, H. L. 2nd edition. Washington, DC: American Psychological Association.
4. Jones, Robert., Patrick, Bizzaro & Cynthia Selfe. (1997). *The Harcourt Brace Guide to Writing in the Disciplines*. New York: Harcourt Brace.
5. Lamb, Sandra E. (1998). *How to Write It: A Complete Guide to Everything You'll Ever Write*. Berkeley, Calif.: Ten Speed Press.
6. Panneerselvam, R. (2004). *Research Methodology*, New Delhi: Prentice Hall of India.
7. Rosen, Leonard J. & Laurence Behrens. (2000). *The Allyn and Bacon Handbook*. 4th edition. Boston: Allyn and Bacon.
8. Russel, S. W. & Morrison, D. C. (2003). *The Grant Application Writer's Workbook: guide-book to a Competitive Application, Grant Writer's Seminars and Workshop, LLC*. Available from: <http://www.grantcentral.com/>. (Accessed 12 January 2011).
9. Sherrill, C. D. (2003). *Writing journal Articles*. School of Chemistry and Biochemistry, Georgia Institute of Technology. Available from: <http://vergil.chemistry.gatech.edu/resources/writing-papers.pdf>. (Accessed 12 January 2011)
10. Socolofsky, S. A. (2004). *How to write a research journal article in engineering and science*. Available from: http://www.ifh.uni-karlsruhe.de/lehre/dokkurs/gutes-schreiben/paper_how-to.pdf. (Accessed 12 January 2011).
11. Troyka, Lynn Quitman. (2002). *Simon and Schuster Handbook for Writers*. Upper Saddle River, N.J.: Prentice Hall.
12. Writing research paper. Experimental Bioscie: Introductory Laboratory – B. Available from <http://www.ruf.rice.edu/~bioslabs/tools/report/reportform.html>. (Accessed 12 January 2011).