

**RESEARCH CENTER FOR MANAGEMENT STUDIES AND
COMMERCE (RCMSC)**
University of Sri Jayewardenepura

WORKING PAPER SERIES

Introduction

A Working Paper Series is a publication of earliest results of research papers or research studies which are in progress. Intension of such series is the quick publication of works in progress or initial research findings which will disseminate such research findings and encourage discussion and debate on them and it will contribute to the advancement of knowledge while enhancing the final output of the research study.

Papers in the series may include preliminary results of a research that are not yet ready for publication in a journal; or work that discovers a contemporary theoretical or methodological issue but not appropriate for a journal or in the process of development. Posters and papers planning to be delivered at a conference may also be published in this series with the purpose of enhancing the quality of the study.

Even though the working paper series is a place to publish research results or works in progress quickly and to explore ideas through scholarly discussions, it does not encourage to submit rough drafts or poorly written or unorganized material/ papers that are purely academic exercises for a class. Work published elsewhere or drafts of dissertations and theses will not be accepted as working papers.

This series will provide rapid feedback to the researcher and a platform to present initial research findings in order to develop and expand the prospective research paper. Further we expect the working papers to be expanded or modified subsequently and to publish in a book/journal/article or to present in a conference.

Eligibility

- Academic members of the Faculty of Management Studies and Commerce, doctoral students, any person with a formal affiliation with the faculty or scholars who are interested in conducting research on management sphere and MBA students are encouraged to submit papers.
- Papers already published or submitted elsewhere will not be eligible. All the work submitted should be original work of the author and respective track coordinator must be informed otherwise.

Review Process

Authors are encouraged to submit an external recommendation made by a reviewer of their choice recommended by Faculty along with their submission of the paper. Center will then identify the most suitable track for each paper submitted and the respective track coordinator will be given the responsibility to identify an appropriate internal reviewer/panel and to carry forward the reviewing process. Reviewing will be carried as a Double-Blind refereeing process. If an author fails to submit a recommendation from a reviewer along with the paper submission, center together with the respective track coordinator will identify two independent reviewers/panel to review the paper submitted.

The review process is intended to improve the quality of work and to give constructive feedback but not to reject it. The reviewer will provide comments to the author on research methodology, clarity, content and style (amongst other things) to refine the paper and get it ready for publication. Based on the reviewers' comments, respective track coordinator reserves the right to request amendments prior to publication, or to reject a submission and the track coordinator's decision or center decision will be the final decision.

Modes of participation to the Series

There are two basic modes of participation,

1. Written paper with oral presentation (i.e. this includes physical presentation at a working paper session)
2. Written paper submission

All the finalized papers will be published in electronic form only. However, RCMSC will have a hard copy of the e-material for the purpose of the center's future reference.

Style Guideline

Authors are encouraged to adhere to the following style guidelines. However, this Working Paper Series does not strictly adopt a particular style, and papers may be submitted in a style consistent with a recognized standards based on prevailing research presentation trends appear time to time.

PAPER SIZE: A4 format

MARGINS: Normal (2.54 cm from each side), 1.7 cm for Header & Footer

FONT: Times New Roman

FONT SIZE: 12 (Main Text, Appendices and References)

Footnotes - font size 10

ALIGNMENT (Text): Justified without indentation

LINE SPACING: Multiple spacing at 1.5

PAGE NUMBERS: Font Type - Times New Roman; Font Size – 10; Alignment – Right hand side at the bottom of the page; Start with 1 on title page

HEADINGS: Up to three levels of headings. Font - Times New Roman
Level 1 - 13 font size; Bold; All words in capital
Level 2 - 12 font size; Bold; Each new word with a capital letter
Level 3 - 12 font size; Italic; Each new word with a capital letter

RECOMMENDED REFERENCING METHOD APA style

Length

Length of the paper may differ according the stage of the research paper and the findings. However, it should not exceed 8,000 words excluding references and annexures.

Series Numbering and Citing

Working papers will be given a formal citation with series name “FMSC working paper series” and it will be numbered consecutively within years (E.g.:2017-01, 2017-02 etc.). The standard practice in the academic world does not prevent published working papers from revision and later publication in another outlet.

A citation of a paper published in 2017 might look as follows:
Perera, Stephanie and Simonds, Jude. *Determinants of Dividend Policy*. Management Studies and Commerce Working Paper #2017-06. Research Center for Management Studies and Commerce at the University of Sri Jayewardenepura.

Enquires

For enquires regarding the working paper series, please contact Director of the Research Center for Management Studies and Commerce:

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