

**CIPM International Research Symposium**  
**Chartered Institute of Personnel Management (CIPM), Sri Lanka**

**Author Guidelines**

CIPM International Research Symposium welcome -

- o Research papers
- o Conceptual papers
- o Case studies
- o Literature reviews

**Article/paper format**

Articles should be between 2500 - 3500 words and should include -

- The title, and author(s) information.
- **Abstract:** A brief statement of the purpose/objective(s), design/methodology/approach, main findings of the study and the main implications for HR professionals not exceeding a limit of 250 words.
- **Keywords:** keywords should encapsulate the principal topics/areas of the paper. Have a maximum of 5 key words, separated by comma, alphabetical order.
- **Background:** A broader introduction to the topic and an explanation/statement of the aim/objective(s) of the paper together with reasons/rationale for carrying out the study.
- **Literature Review:** A review of the previous studies in the relevant area, leading to the argument the author attempts to build.
- **Methodology/Design/Approach :** An explanation of the research strategy/approach used for the study, sample selection and data collection methods.
- **Findings and Discussion :** presentation of the findings and the discussion including comparing and contrasting the findings with previous research findings and theory. Can incorporate tables and figures where appropriate.
- **Conclusion:** Highlight the main findings of the study.
- **Practical implications to HR professionals:** Should state how the findings of the study will impact the HR professionals/HRM discipline.

**General guideline and formatting**

<b>Font type</b>	Times New Roman
<b>Line spacing</b>	Single

<b>Paper size</b>	A4
<b>Margins</b>	Top, bottom, Left and right – 1”
<b>Title</b>	Not more than fifteen words in length Font size: 12 Bold and Title Case Centered
<b>Author(s) details:</b>	name (s) and affiliation(s) and contact details of the corresponding author (email and phone) Font size: 11 Centered

<b>Section headings (up to three levels)</b>	<b>1. Bold, initial cap only, font size 12</b> <i>1.1. Bold, italic, initial cap only, font size 11</i> <i>1.1.1. Italic, initial cap only, font size 11</i>
<b>Paragraphs</b>	½” indented
<b>Tables</b>	Heading: above the table as Table 1. Title of the table Source: Below the table in font size 10
<b>Figures</b>	Heading: Below the figure as Figure 1. Title of the figure Source: Below the figure in font size 10
<b>Displayed quotations</b>	Over 40 words or when appropriate indented ½” left and right
<b>Appendix</b>	After referencing Appendix 1: Title
<b>In-text citation</b>	<ul style="list-style-type: none"> <li>• Work of one author: use the Surname of the author &amp; year of publication. (Perera, 2019)</li> <li>• work by two authors: use the surnames of both authors with the year of publication (Fitzgerald &amp; Brown, 2017)</li> <li>• work of three or more authors: use surname of the first author and <i>et al.</i>, with year (Fitzgerald et al., 1988),</li> <li>• citation of multiple work: surnames and years of publications on alphabetical order with semicolons (Alwis, 2017; Perera, 2001; Silva, 2003)</li> </ul>
<b>Referencing (APA style)</b>	At the end of the paper, a reference list in alphabetical order should be supplied:
<b>Journal articles</b>	
One author	Surname, initials. (Year of publication). Title of the article. <i>Name of the Journal, Volume (issue), Page numbers.</i> <u>Example</u> Guest, D.E. (2019). Human Resource Management and Performance: Still Searching for Some Answers. <i>Human Resource Management Journal, 21(1)</i> , 3-13
Several authors	Surname of the first author, initials, & surname of the second author, initials. (Year of publication). Title of the article. <i>Name of the Journal, Volume (issue), Page numbers.</i> <u>Example</u> Wright, P.M., & McMahan, G. C. (2011). Exploring Human Capital:

	Putting Human back into Strategic Human Resource Management. <i>Human Resource Management Journal</i> , 21(2), 93-104
More than five authors	Surnames of the first 5 authors with initials, et al., (Year of publication). Title of the article. <i>Name of the Journal</i> , Volume(issue), Page numbers. <u>Example</u> Fitzgerald, L.F., Shullman, S.L., Bailey, N., Richards, M., Swecker, J., Gold, Y., et al. (1988). The Incidence and Dimensions of Sexual Harassment in Academia and the Workplace. <i>Journal of Vocational Behavior</i> , 32, 152-175.
Journal Article e-Version	Same as above with URL – Example given below
	Shepherd, R., Barnett, J., Cooper, H., Coyle, A., Moran-Ellis, J., Senior, V., & Walton, C. (2007). Towards an understanding of British public attitudes concerning human cloning. <i>Social Science &amp; Medicine</i> , 65 (2), 377-392. doi:10.1016/j.socscimed.2007.03.018
<b>Books</b>	Surname, initials. (Year of publication). <i>Title of the book</i> . Place of publication: Publisher. <u>Example</u> Hettige, S.T. (2004). <i>Current Social Crisis</i> . Colombo: Godage publishers
<b>Book chapters</b>	Surname, initials. (Year of publication). <i>Title of the book chapter</i> . In editors initials, surnames (Eds). The name of the book. Place of publication: Publisher. <u>Example</u> Morse, J. M. (2007). Sampling in Grounded Theory. In A. Bryant & K. Charmaz (Eds.). <i>The Sage Handbook of Grounded Theory</i> (pp. 229-244). Los Angeles: SAGE.
<b>Thesis</b>	Surname, initials. (year). <i>Title</i> . Types of theses, University, Country. <u>Example</u> Dissanayaka, A. M. (2006). <i>Knowledge Management in Sri Lankan Organizations</i> . Unpublished Master's Thesis, University of Colombo, Sri Lanka.

## Copyright

Articles submitted to the symposium should not have been published before, in their current or substantially similar form, or be under consideration for publication with another symposium/conference.

Authors can submit their article as an e-mail attachment on MS Word format to -

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