

## **Submission Guidelines**

### **Word Limit**

- Article: Between 2,000 - 8,000 words (Maximum 30 pages including reference list, tables and figures).
- Keywords: Between 4 - 8 keywords.
- Title: Approximately in eight words.

### **Format**

- Articles must be typed, double-spaced, single-sided, numbered using Cambria Font size 11 and formatted in to B5 paper size.
- Title of the article should be in Cambria font size 14.
- Names, titles, affiliations and correspondence e-mail of all authors must be mentioned beneath the Title of the Article.
- Tables and figures should be numbered in the order in which they are referred to in the text, e.g.: (Table 1), (Figure 1).
- All acronyms used repeatedly should be cited in its entirety along with abbreviation in parentheses on first reference. e.g.: National Centre for Advanced Studies (NCAS).
- All subsequent citations should use only by the abbreviation.

### **References**

- The journal uses intext citations, therefore the authors are advised to follow the same.
- Place the footnote number at the end of the sentence in which it appears.
- Old documents cited in the text must be included in the reference list at the end of the paper.
- The authors are advised to refer Harvard Referencing Guide when citing (<https://dkit.ie.libguides.com/harvard/citing-referencing>)

### **Submission**

- Manuscripts must be submitted electronically by e-mail to [editor@ncas.ac.lk](mailto:editor@ncas.ac.lk) preferably in Microsoft Word (.doc or .docx) or Open Document Format (.odf).
- All submitted manuscripts are subject to double blind peer review process, and for recommended revisions. Those that are accepted will be edited according to the journal standards.

### **Submission Policy**

- Papers submitted to the Journal should contain original work.
- Papers that have been published or accepted for publication elsewhere will not be considered.
- The editorial Board adopts strict rules to prevent plagiarism. Electronic software tools and other devices are used to cross check any plagiarism.  
i.e. <https://www.grammarly.com/plagiarism-checker>:  
<https://www.turnitin.com/>

### **Checklist**

Ensure that the following are included with the article.

- Author details in full.
- A word count.
- An abstract.
- Keywords.
- References in Harvard style.
- Tables : numbered using Roman numerals and mentioned in the text.
- Figures : numbered using Arabic numerals and mentioned in the text.