**Title of the manuscript [Times New Roman, Bold-face, 14-points (for English, Tamil, or Sinhala Manuscripts) 18 for Arabic Manuscripts, and Center] (Check IMPORTANT NOTES at the end of this template)**

# First Author1, Second Author2 [Center 12 point]

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**Abstract [**12 POINT]

*The abstract should be between 100 to 250 words. An abstract summarizes the major aspects of the paper. It is usually one paragraph long and should succinctly summarize the purpose of the paper, the methods used, the results and discussion, and the conclusion. Non-standard abbreviations and specific nomenclature must be avoided. Abstracts without the completed paper will NOT be accepted. (11 points, Italic)*

**Keywords**: [list up to not more than 5 keywords, arrange the keywords in alphabetical order]. These keywords will also be used by the publisher to produce a keyword index. (10 points)

## Introduction (12 points)

This template provides the guidelines for authors to format their manuscripts. This document will explain and demonstrate how to prepare your camera-ready manuscripts for FIA 9th international Symposium 2022. The best is to read these instructions and follow the outline of this text.

All manuscripts should not exceed 08 pages. Please keep the second copy of your manuscript in your office (just in case anything gets lost in the email). When receiving the manuscript, we assume that the corresponding authors grant us the copyright to use the manuscript for the proceeding in question. Do not use boldface typing or capital letters except for section heading (cf. remarks on section headings, below).

The manuscript should be between 8 pages inclusive of the abstract and references. Besides the abstract, the paper should have 5 main parts - Introduction, Literature Review, Materials and Methods, Results and Discussion, and Conclusion, including the acknowledgment and reference.

The paper must be original and have not been previously accepted in a journal or under consideration for publication elsewhere. The paragraphs continue from here and are only separated by headings, subheadings, images, and formulas.

## Font size and page limits

The entire manuscript must be produced using Times New Roman with MS Word format. The font size of the entire body of the manuscript is Times New Roman – 12 pt. (for English), Traditional Arabic – 16 pt. (for Arabic), Iskoola Pota – 12 pt. (for Sinhala), Kalaham – 12 pt. (for Tamil) with a maximum of 08 A4 pages. Use single line space.

## Section Heading

## The section headings are in boldface capital and lowercase letters. Second-level headings are typed as part of the succeeding paragraph. The section headings are arranged *by numbers, bold and 12 pt. (for English), 16 pt. (for Arabic), 12 pt. (for Tamil), or 12 pt. (for Sinhala).*

## Margins

In formatting the page, set the margins as given in the following table (Table 1).

Table 1. Paper Size and Margins.

**Paper Size A4**

Top margin 1 inch *(2.54 cm)*

Bottom margin 1 inch *(2.54 cm)*

Left margin (*for Tami, Sinhala, or English manuscripts)* 1.2 inch *(3 cm)*

Right margin (for Arabic manuscripts) 1.2 inch *(3 cm)*

Right margin 1 inch *(2.54 cm)*

## Page Numbers: Should *not* insert Page Numbers

## Structure

Files must be in MS Word only and should be formatted for direct printing, using the MS Word provided. Figures and tables should be embedded and not supplied separately. Follow this order when typing manuscripts: Title, Authors, Affiliations, Abstract, Keywords, Main text (including figures and tables), Acknowledgements, References.

Please do not alter the formatting and style layouts that have been given in this template document. As indicated in the template, papers should be prepared in a single-column format suitable for direct printing. Leave a line space between paragraphs.

## Tables

All tables should be numbered with Arabic numerals. Every table should have a caption (example shown below). Headings should be placed above tables, centered. Only horizontal lines (3 line format) should be used within a table. Tables should be presented as part of the text, but in such a way as to avoid confusion with the text. A descriptive title should be placed above each table (font size 10 pt. for English, Tamil, or Sinhala manuscripts and 14 pt. for Arabic Manuscripts). Below is an example that the authors may find useful.

Table 1. An example of a table.

|  |  |  |
| --- | --- | --- |
| **An example of a column heading** | **Column A (*t*)** | **Column B (*t*)** |
| And an entry | 1 | 2 |
| And another entry | 3 | 4 |
| And another entry | 5 | 6 |

## Special Signs/ symbols

## For example, ≠, ©, Ω, π, β, α, µ, ∞, ®, €,{ 11 0} should always be written in with the font Times new roman.

## Equations

Use common fonts like Times Roman in your math equations. A math reference in a paragraph sentence, such as is not numbered. The stepsof a mathematical argument can be numbered using a right-aligned tab for clarity, for example: α = (1) , *ρ* = (2)

Equations (refer with: Eq.1, Eq.2,…) should be intended 5 mm (0.2”). There should be one line of space above the equation and one line of space below it before the text continues. The equations have to be numbered sequentially and put the numbers in the parentheses at the right-hand edge of the text. Equations should be punctuated as if they were an ordinary of the text.

## Figures

Figures can be graphics, photos, charts, and others except for tables. Figures generally follow the paragraph when there are first mentioned. The figure also should be presented as a part of the text, leaving enough space so that the caption will not be confused with the text. Utmost care must be taken to insert the figure in correct alignment with the text. A sample of a figure is shown in Figure 1 below.

Technology

Partners

User

Organization

Practice

Fig. 1: The Research Framework

The caption of the figure should be placed under the figure (The caption should be self-contained and font size 10 pt. for English, Tamil, or Sinhala manuscripts and 14 pt. for Arabic Manuscripts). It should be clear and at least 300 dpi .

## Reference

The documentation of the manuscript should follow the APA (American Psychological Association) publication manual for citation and reference. References must be listed at the end of the paper. Do not begin them on a new page unless this is absolutely necessary. Authors should ensure that every reference in the text appears in the list of references and vice versa.

Examples of how your reference should be listed are given at the end of this template in the reference section.

## Heading

Section heading and sub-heading should be bold, 12-point (16 point for Arabic manuscripts), left-justified (right-justified for Arabic), with the first letter capitalized and numbered constructively.

## Paper Submission

* Manuscript submission should be made electronically as an MS Word file via the Microsoft Conference Management Toolkit
* If you have already a CMT account You can use it to log in and submit your manuscripts, and if you are new to CMT please register yourself in CMT and continue your Manuscripts submission process.

***Microsoft CMT Link:*** <https://cmt3.research.microsoft.com/IntSymFIA2022>

* Manuscript submitted as initial submission (for review process) SHOULD NOT contain any information to identify or trace the authors.
* Paper submitted for a camera-ready copy (after the acceptance of your paper) SHOULD contain author details as shown in the instruction given in this guideline.

*(in your paper submission form, please provide your full name and email of author and co-authors, phone numbers, and alternative email address (if possible) for rapid communication with 9th International symposium 2022 secretariat)*

## Acknowledgements

Acknowledgments should be left-justified, bold, with the letter capitalized but have no numbers. Text below continues as normal.

An example of an acknowledgment is, Researchers are thankful to for providing the funding support and necessary facilities for the preparation of the research.

## Other

Abbreviations should be written in full the first time they appear in the text with each abbreviated form in parenthesis.

The quotation to be included in the paper is shown below;

... This is a sample of a quotation to be included in the paper (Interviewer1)

## References

List of references should be arranged in alphabetical order with APA (7th Edition) style. Do not number them. Examples of the reference style are given below:

## Journals

Apostolakis, B. E. (1992). Warfare-Welfare Expenditure Substitutions in Latin America: 1953-87. *Journal of Peace Research. 29*(1), 85-98.

Arunatilake, N., Jayasuriya, S., & Kelegama, S. (2000). The Economic Cost of the War in Sri Lanka. *World Development 29*(9), 483-500.

## Journal Online Sources

Barro, R. J., & Lee, J. W. (2010). A New Dataset of Educational Attainment in the World, 1950-2010, *National Bureau of Economic Research Working Paper 15902*. [http://www.barrolee.com](http://www.barrolee.com/)

## Books

Martin, V., Hurn, S., & Harris, D. (2012). *Econometric Modelling with Time Series: Specification, Estimation and Testing.* Cambridge University Press.

# **IMPORTANT NOTES:**

1. Paper must be **in its final layout.**
2. Follow exactly the settings for font size, line spacing, and page margins.
3. Note, that there is NO section numbering.
4. Figures must be included in the text at the correct positions (do NOT put them at the end).
5. Follow carefully the **style** for the **references section**.
6. Check the **quality** of your **figures.**
7. Ensure that the language is good.
8. Submit your paper in *MS. Word* (.doc or .docx) format (no more than 10 MB) and save your document with the **GIVEN** **Paper ID and Paper Title** assigned specially for every contributed papers/poster.