

PAPER PREPARING AND SUBMISSION GUIDELINE FOR AUTHORS - ICOME 2025

Guidelines for Preparing Abstracts and Full Paper

Authors can submit their work under **one** of the **five** themes given below:

- Accounting, Finance and Banking
- Work, Organization and Digital Society
- Marketing, Supply Chain Management and Tourism
- Human Resource Management and Best Practices
- Innovation and Entrepreneurship

Research work presented or published elsewhere will not be considered.

If plagiarism is detected, abstracts will be rejected without further consideration. The Editorial Board advises all authors to optimize their abstracts and Full Papers before submitting the work using a free online plagiarism checker.

(e.g. <http://www.plagscan.com/seesources/analyse.php>)

Editorial Board reserves the right to change the theme of the abstract selected by the authors to a more relevant theme, if necessary.

Authors should send the Author Declaration Form signed by the author/s, at the time of submission of abstracts. Reviewing process will not be commenced until all the relevant documents and information are completed.

Guidelines for Abstract

- **PAPER TITLE (TIMES NEW ROMAN, 14, BOLD, CENTERED, UPPERCASE, LINE SPACING 1.5)**
The Author/s Name (Times New Roman, 11, bold, Centered)
Institutional Affiliation and Country¹ (Times New Roman, 10, Italic, Centered, Line Spacing 0.75)
Institutional Affiliation and Country² (Times New Roman, 10, Italic, Centered, Line Spacing 0.75)
Institutional Affiliation and Country³ (Times New Roman, 10, Italic, Centered, Line Spacing 0.75)
The e-mail address/es of the author/s (Times New Roman, 10, Italic, Centered, Line Spacing 0.75)
- Abstract should summarize the **background, methods, results and conclusion/s** of the study with the **keywords**.
- All abstracts must be prepared in English, using MS Word 2007 or 2010. Must use save as type as the **Word 97-2003 document. (.doc)**. Word limit -300
- Please follow these specific guidelines; One **A4** size page with **left margin of 3.0 cm** and **all other (top, bottom and right) margins should be 2.5 cm**.
 - Font: **Times New Roman**
 - Size: **11 (single line spacing)**.

Please note that paper submission guidelines should strictly be followed by the author.

Guidelines for Full Paper

Structure of Full Paper

The authors are requested to adhere to the following structure for submitting full papers to the ICOME (2025).

1. INTRODUCTION

This section starts with a brief background to the study. The rationale of the study including research gap/problem, research question(s) and objective(s) of the study should also be identified in this section.

2. LITERATURE REVIEW

This section should contain the relevant literature used for the conceptualization. It should include a good comparison and contrasting of different views of authors on the research problem. It also includes diplomatic critiques/emphasis of shortcomings of the aspects of methodology followed in previous research in the light of your research gap or the main research problem.

3. METHODOLOGY

It is important that you organize the methodology section in a clearly and coherently. You must provide a detailed explanation such as research methodology and methods used for data collection and analysis.

4. RESULTS AND DISCUSSION

This section should begin by summarising the key findings reflecting judgments and interpretation of your results. In the case of quantitative studies, you need to discuss your findings in relation to the theory/theoretical framework used and the hypotheses of the study.


5. CONCLUSIONS AND IMPLICATIONS

The conclusion needs to be concise and coherent. This section should reflect the realization of ultimate purpose of carrying out your research. Therefore, this section needs to be written in a way that it makes an impact on the users of your research paper. However, bear in mind that you should not repeat findings again under 'Conclusion'. You need to provide the key concluding remarks and avoid focusing on minor points.

Formatting Guidelines for Full Paper

The authors are requested to adhere to the guidelines for submitting full papers to the ICOME (2025).

Text Formatting		Paper size: A4 paper
Title	<p>PAPER TITLE (TIMES NEW ROMAN, 14, BOLD, CENTERED,UPPERCASE, LINE SPACING 1.5)</p> <p>The Author/s Name (Times New Roman, 11, bold, Centered)</p> <p><i>Institutional Affiliation and Country¹ (Times New Roman, 10, Italic, Centered, Line Spacing 0.75) Institutional Affiliation and Country² (Times New Roman, 10, Italic, Centered, Line Spacing 0.75) Institutional Affiliation and Country³ (Times New Roman, 10, Italic, Centered, Line Spacing 0.75)The e-mail address/es of the author/s (Times New Roman, 10, Italic, Centered, Line Spacing 0.75)</i></p>	
Abstract	(Please refer to the Guidelines for Abstract mentioned above.)	
Headings and Sections	<p>MAJOR HEADING - Separate line, left aligned, bold, all caps, Times New Roman, 11.</p> <p>First Subheading - Separate line, left aligned, bold, capitalize the first letter of each word.</p> <p>Second subheading - Separate line, left aligned, bold, italic, capitalize the first letter.</p> <p>Third subheading - On same line as beginning of text, left aligned, italic,</p>	
Citations and Referencing	<p>APA Style (Times New Roman, 11, bold, left alignment)</p> <p>Present the reference list in the <i>alphabetic order</i>. For all citations in the text, a detail referencing should be given in the reference list. All citations and references should be according to APA style (American Psychological Association 7th edition – more information http://www.apastyle.org/)</p>	
Length of Paper	Full paper should be of 3,000 to 5,000 words, excluding references (excluding title, author names and affiliations, and list of references)	
Language	<p>All papers must be written in English and typeset.</p> <p>Manuscript should be well written, and free of spelling and grammatical mistakes.</p>	
		<p>Text: left aligned.</p> <p>Font & Font Size: Times New Roman, 11-point size.</p> <p>Line Spacing: 1.15 line spacing.</p> <p>Page numbers: centered on the bottom margin. Margins: All margins 1 inch.</p>

Tables	<p>The Tables should be centered, numbered consecutively using Arabic numbering (Table1, Table 2, etc.) and must have corresponding references in the main text. Tables should also have appropriate and concise headings. The table numbers and titles should be placed on top of the tables. Table captions should be centered above. Avoid placing tables before their first mention in the text.</p> <p style="text-align: center;"><i>Table 1. Caption for the table.</i></p> <table><tr><th></th><th>Heading 1</th><th>Heading 2</th><th>Heading 3</th></tr><tr><td>One</td><td>1</td><td>2</td><td>3</td></tr><tr><td>Two</td><td>4</td><td>5</td><td>6</td></tr></table> <p><i>Source: Annual report 2022</i></p>		Heading 1	Heading 2	Heading 3	One	1	2	3	Two	4	5	6
	Heading 1	Heading 2	Heading 3										
One	1	2	3										
Two	4	5	6										
Figures	<p>All figures should be centered and numbered consecutively as ‘Figures’ (Figure 1,Figure 2, etc.) with corresponding references in the main text. Figures should also have appropriate and concise headings. The figure numbers and titles should be placed below the figures. Avoid placing figures before their first mention in the text. The description of the figure should appear below the figure.</p>  <p style="text-align: center;"><i>Figure 1. Caption for the figure.</i></p> <p>Note: Any tables and figures, not based on the authors’ original data should have source notes with corresponding references appearing in the reference list.</p>												
Footnotes	Avoid using headers and footnotes.												
REFERENCES	<p>Times New Roman, 12-Point, Bold, Left Alignment, 1.0 line spacing]</p> <p>Present the reference list in the alphabetic order [Times New Roman, 11- Point, Justified, 1.0 line spacing]. For all in text citations a detail referencing should be given in the reference list. All citations in the text and all references must meet APA styles (American Psychological Association 7th edition – more information http://www.apastyle.org/). APA referencing guide with examples is available on https://apastyle.apa.org/style-grammar-guidelines/references/examples.</p>												

	<p>Book Style Author, A. A. (Year of publication). <i>Title of work: Capital letter also for subtitle.</i> Publisher Name. doi or URL (if available)</p> <p>Book without DOI- One author Author, A. A. (Year of publication). <i>Title of work: Capital letter also for subtitle.</i> Publisher Name.</p> <p>Fletcher, D. P. (2018). <i>Disrupters: Success strategies for women who break the mold.</i> Entrepreneur Press.</p> <p>Book with DOI- One author Author, A. A. (Year of publication). <i>Title of work: Capital letter also for subtitle.</i> Publisher Name. doi or URL (if available)</p> <p>Stegenga, J. (2018). <i>Care & cure: An introduction to philosophy of medicine.</i> The University of Chicago Press. https://doi.org/10.7208/chicago/9780226595177.001.0001</p> <p>Book without DOI - More than one author Author, A. A., Author, B. B., Author, C. C., & Author, D. D. (Year of publication). <i>Title of work: Capital letter also for subtitle.</i> Publisher Name.</p> <p>Kumar, K., Rao, R. S., Kaiwartya, O., Kaiser, S., & Padmanaban, S. (2022). <i>Sustainable developments by artificial intelligence and machine learning for renewable energies.</i> Academic Press.</p> <p>Book with DOI - More than one author Author, A. A., & Author, B. B. (Year of publication). <i>Title of work: Capital letter also for subtitle (XX ed.).</i> Publisher Name. doi or URL (if available).</p> <p>Svendsen, S., & Løber, L. (2020). <i>The big picture-Academic writing: The one-hour guide</i> (3rd digital ed.). Hans Reitzel Forlag. https://thebigpicture-academicwriting.digi.hansreitzel.dk/</p> <p>Book with DOI – Group author Group Author Name. (Year of publication). <i>Title of work: Capital letter also for subtitle (XX ed.).</i> Publisher Name. doi or URL (if available)</p> <p>American Psychological Association. (2020). <i>Publication manual of the American Psychological Association: The official guide to APA style</i> (7th ed.). https://doi.org/10.1037/0000165-000</p> <p>Journal article without DOI: Author, A. A. (Year of publication). Title of the article in sentence case. <i>Name of the Journal</i>, Volume(Issue), page-page.</p>
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	<p>Abelson, R.P. (1985). A variance explanation paradox: When a little is a lot. <i>Psychological Bulletin</i>, 97(1), 129-133.</p> <p>Journal article with DOI: Author, A. A., & Author, B. B. (Year of publication). Title of the article in sentence case. <i>Name of Journal</i>, Volume(Issue), page-page. DOI or URL</p> <p>Chickering, A. W., & Gamson, Z. F. (1999). Development and adaptations of the seven principles for good practice in undergraduate education. <i>New Directions for Teaching and Learning</i>, 1999(80), 75–81. https://doi.org/10.1002/tl.8006</p> <p>Conference paper Author, A. A., Author, B. B., Author, C. C., & Author, D. D. (Year, Month Date (or Dates)). <i>Title of paper</i> [Conference presentation], Conference Name, Location. doi or URL (if available)</p> <p>Evans, A. C., Jr., Garbarino, J., Bocanegra, E., Kinscherff, R. T., & Márquez-Greene, N. (2019, August 8–11). <i>Gun violence: An event on the power of community</i> [Conference presentation]. APA 2019 Convention, Chicago, IL, United States. https://convention.apa.org/2019-video</p>
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Submission Guidelines

- Submission of a full paper is mandatory.
- Submission of an abstract without a full paper will not be accepted.
- Author(s) should submit their original work, which has not been published previously.
- All manuscripts must be in English.
- Papers should be submitted electronically via Microsoft Conference Management System (CMT).

Before you submit, please ensure that the following requirements are met.

- Please ensure you have prepared your manuscript according to the given instructions.
- Check whether the document is saved in the Microsoft Word paper template (doc/docx).
- Acknowledge that your paper is original and *not* presented/published or accepted for publication elsewhere.
- Ensure that your work does not include third-party copyrighted content without permission.



