Sri Lanka Journal of Development Administration
Manuscript Submission Guidelines

Please ensure all spelling and grammar are accurate. Please review carefully! Final manuscripts should be written in a scholarly manner and be free of errors.

GENERAL FORMAT SETUP

- **Text alignment:** Justified
- **Line spacing:** 1.5-line spacing for the main body; single spacing for abstract, keywords, tables, and references
- **Font:** Times New Roman, 11-point
- **Margins:** 1 inch on top, bottom, left, and right
- **Page size:** A4
- **Headings:** Numbered (1, 2, 3…)
- **Page numbering:** Bottom-center, Times New Roman, 11-point
- **Diagrams and images:** Placed appropriately within the text
- **Abstract:** Single paragraph, 150–200 words
- **Keywords:** 3–6 keywords
- **Word count:** Less than 8000 words (excluding references and appendices)
- **Orientation:** Portrait only
- **Referencing style:** APA 7th edition
- **DOI URLs:** Must be included for each article whenever possible
- **File format:** Final submission must be in **PDF format**

TITLE AND AUTHOR DETAILS

- **Title:** Centered, bold, Times New Roman, 14-point
- **Author names and affiliations:** Centered below the title, with space between each author's information, Times New Roman, 12 –point
- **Corresponding author's email**: Only include the email of the corresponding author

ABSTRACT AND KEYWORDS

- **Abstract:** Maximum 200 words, Centered, Italic, Times New Roman, 11 -point, no indentation
- **Keywords:** Italic, 11-point, no indentation, placed immediately after the abstract

HEADINGS FORMAT

First-Level Heading

- Bold, Times New Roman, 12-point, numbered, left-justified, with one-line space above and below

Second-Level Heading

- Bold, Times New Roman, 11-point, numbered, left-justified, with one-line space above and below

Third-Level Heading

- Bold, italic, Times New Roman, 11-point, numbered, left-justified, with one-line space above and below

TABLES AND FIGURES

- Each table and figure must be numbered sequentially and left-justified
- Table and figure titles must be left-justified, Times New Roman, 11-point,
- Excessive tables, figures, and raw data should be avoided; if necessary, they should be included in an appendix
- Tables, charts, and all images will be printed in black and white only. Authors should ensure that color images are suitable for grayscale printing.
- Captions must include the corresponding number from the main text citation.
- If the figure or table is not your own, you should obtain written permission to use it.
- Captions must include the copyright holder's details and state that permission to reproduce has been obtained.
- Acceptable file formats: JPG, PNG, EPS, TIFF.
- Acceptable figure quality: 1200 dpi or higher.

EQUATIONS

- Equations should be left justified.
- The equation number should appear in parentheses and be right-aligned

Example:

$$R\mu\nu - 21Rg\mu\nu + \Lambda g\mu\nu = c48\pi GT\mu\nu \tag{1}$$

FOOTNOTES AND APPENDIX

- Do not use endnotes. If necessary, use footnotes instead. The footnote text should be single-spaced and in Times New Roman, 10-point.
- Appendix**:** If an appendix is included, it must appear after the References section.

CITATIONS

- Every citation must follow **APA 7th edition** style

FINAL TRANSMISSION OF FORMATTED MANUSCRIPT

- **Upload Your Manuscript**:
  Upload your manuscript as a PDF to an online storage platform (e.g., OneDrive or Google Drive).

- **Share the Link:**
  After uploading your manuscript, copy the link to the file. Ensure that the sharing settings allow downloads so we can access the file.

- **Submit the Link:**
  Paste the **shared link** in the appropriate field on the provided **Google Form**.

  Google Form Link: Submit Here

Sample Format

Impact of Factory Inspections on Understanding of and Compliance with the Factories Ordinance in Sri Lanka

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[1]Department of Labour, Galle, Sri Lanka

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arandara@gmail.com[2]

Abstract

This is where the abstract would start. Do not indent. Leave one space between the abstract and the keywords.

Keywords: Leave one space between the keywords and the body of the paper.

1. Introduction

This is where the Introduction would start.

1.1 Background

This is where the Second Level Heading would start.

1.1.1 Key Concepts

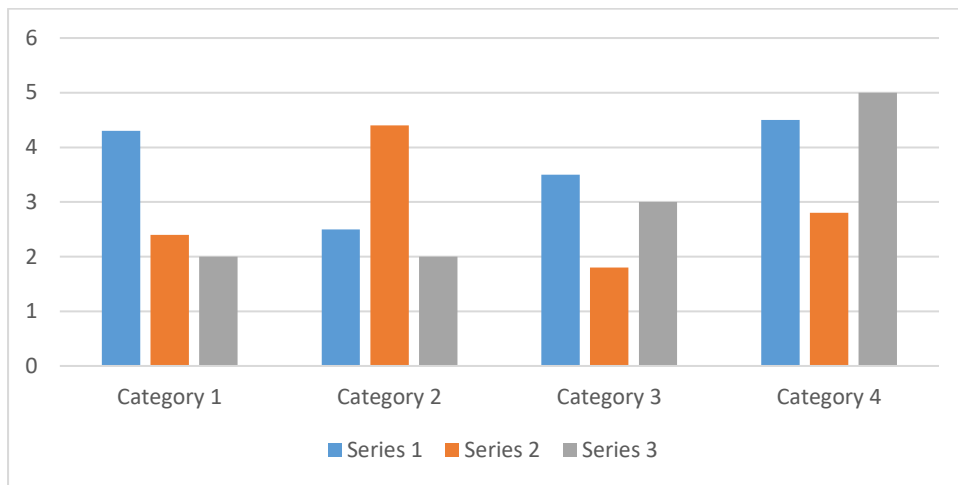This is where the Third Level Heading would start.

Table 1
Table Heading

Source: *www.abc.com*

Figure 1

Figure Heading

Source: *www.abc.com*

REFERENCES

1. Book Reference:
Format:
Author(s). (Year). *Title of the book: Subtitle if applicable* (Edition if applicable). Publisher.

Example:
Smith, J. A. (2020). *Understanding psychology: An introduction* (3rd ed.). Pearson.

2. Journal Article Reference:
Format:
Author(s). (Year). Title of the article. *Title of the Journal, Volume* (Issue), Page range.
https://doi.org/xxxx

Example:
Doe, J. B., & Lee, M. A. (2019). The impact of social media on mental health. *Journal of Psychology, 15*(2), 123–145. https://doi.org/10.1234/jpsy.2019.01345

3. Website Reference:
Format:
Website Reference Format: Author(s). (Year, Month, Day). *Title of the webpage*. *Website Name*. URL

Example:
Johnson, L. (2021, May 5). *How to manage stress effectively. Healthline.*
https://www.healthline.com/manage-stress

APPENDIX

Appendix appears here.