

PUBLICATION POLICY

Wayamba Conference in Management (WAYACiM)

**Department of Business Management
Faculty of Business Studies and Finance
Wayamba University of Sri Lanka**

1. Introduction

The **Wayamba Conference in Management (WAYACiM)** is a national academic conference organized by the Department of Business Management (DBM), Faculty of Business Studies and Finance, Wayamba University of Sri Lanka, with the objective of providing a recognized platform for the dissemination of high-quality research in management and related disciplines.

This publication policy outlines the principles, procedures, and ethical standards governing the submission, review, acceptance, publication, and dissemination of research papers presented at the conference.

This policy is intended to serve as a general publication framework for all editions of the Wayamba Conference in Management (WAYACiM). Specific annual details, including conference themes, submission deadlines, publication formats, and other operational requirements, may be communicated separately for each conference edition.

2. Scope of Publications

The conference welcomes original and unpublished research papers aligned with the theme announced for the respective conference declared.

Submissions may fall under the thematic tracks announced for the respective conference declared, where each track will be coordinated by Track Chairs and reviewed by an expert panel of reviewers.

3. Types of Submissions

The conference accepts Abstract with the Extended Abstract of the same, prepared according to the official conference template. (The extended abstract is required solely for the review process and will not be included in the conference proceedings.)

All submissions must follow the guidelines provided by the Publication and Editorial Committee.

(See: Author Guideline Form)

4. Submission Process

All abstracts must be submitted through the official online submission platform (Microsoft Conference Management Toolkit: CMT) coordinated by the Technical Committee and the Publication and Editorial Committee of the conference.

The submission process includes:

1. Online submission of the Abstract and Extended Abstract.
2. Initial screening for scope, formatting, and plagiarism compliance.
3. Double-blind peer review.
4. Communication of acceptance/rejection/reviewer comments and revision requirements.
5. Submission of camera-ready abstracts and author declaration form for accepted abstracts.

Note:- Papers which do not comply to the initial screening for scope will be desk rejected.

5. Peer Review Policy

The conference follows a rigorous double-blind peer review process to ensure academic quality and credibility.

Review Criteria

- Each paper will be reviewed by at least two independent peer reviewers.
- Author identities will remain anonymous to reviewers and vice versa.
- Reviewers evaluate abstracts based on:
 - **Title** – Clarity, relevance, conciseness, and alignment with the study.
 - **Introduction** – Contextualization of the study, rationale, and significance of the research.
 - **Research Problem and Objectives** – Clarity, coherence, and alignment among the research problem, questions, and objectives.
 - **Literature Review** – Depth, relevance, timely, critical analysis, and integration of existing literature.
 - **Methodology** – Appropriateness, rigor, transparency, and adequacy of the research design, data collection, and analysis procedures.
 - **Findings, Analysis, and Discussion** – Quality of data presentation, depth of analysis, interpretation of results, and linkage to existing knowledge.
 - **Conclusion, Implications, and Recommendations** – Validity of conclusions, theoretical and practical implications, and relevance of recommendations.
 - **Citations and References** – Accuracy, consistency, completeness, and adherence to the prescribed referencing style.
 - **Language and Grammar** – Clarity of expression, academic writing quality, grammar, spelling, and overall readability.
- Authors may be requested to provide supporting data or materials to verify the results presented in the abstract.

- Reviewers may mark the relevant sections based on the quality of the abstract.

Review Outcomes

Based on review outcomes recommendations, abstracts may receive one of the following decisions:

Reviewer 1	Reviewer 2	Final Decision
Accept without changes	Accept without changes	Accept without changes
Accept with minor changes	Accept with minor changes	Accept with minor changes
Accept with major changes	Accept with minor changes	Accept with major changes
Accept with major changes	Accept with major changes	Accept with major changes
Reject	Accept with minor changes	Accept with major changes
Reject	Accept with major changes	Reject
Reject	Reject	Reject

Authors will be notified of the final review outcome and required revisions (if any)

Additional review decision

- In addition, the reviewers may recommend papers for full paper publication with specific academic publishers.

Publication and Editorial Committee reserves the solo right to decline any publication.

6. Author Responsibilities

Authors submitting abstracts to the conference must comply with the following responsibilities.

<i>Originality</i>	Authors must ensure that the submitted work represents original research and has not been published or simultaneously submitted elsewhere
<i>Accuracy of Research</i>	Authors are responsible for ensuring the accuracy of research data, analysis, and interpretations presented in the abstract.
<i>Authorship</i>	Authorship should be limited to individuals who have made substantial academic contributions to the research and abstract preparation.
<i>Proper Citation</i>	All sources must be properly cited and acknowledged using the prescribed referencing style.
<i>Ethical Compliance</i>	Research involving human/animal participants/using the name of a particular establishment must comply with institutional ethical standards and obtain necessary ethical approval.

<i>Conference Participation</i>	At least one author of each accepted abstract must complete the conference registration and present the paper at the conference. Only papers that are formally presented at the conference will be eligible for inclusion in the official conference proceedings.
--	---

Failure of at least one author to register and present the paper will result in the automatic disqualification of the abstract, and the paper will consequently be excluded from the conference proceedings.

7. Reviewer Ethics Policy

Reviewers must adhere to the following ethical principles:

Confidentiality	Abstracts received for review must be treated as confidential documents and must not be shared with others.
Anonymity	Reviewers must maintain the anonymity of the peer-review process and must not disclose their identity to the authors or seek to identify the authors, where applicable.
Objectivity	Reviews should be conducted fairly, objectively, and constructively without personal bias.
Conflict of Interest	Reviewers must decline to review papers if there is any conflict of interest, including personal or institutional relationships with the authors.
Constructive Feedback	Reviewers should provide detailed and constructive comments that help authors to improve their work.
Timeliness	Reviews should be completed within the specified review period to maintain the conference schedule.

8. Plagiarism and Similarity Policy

Plagiarism Screening

All submitted abstracts must undergo plagiarism detection using recognized academic software before entering the peer review process.

Authors are required to submit the abstract together with a plagiarism/similarity report generated using recognized plagiarism detection software at the time of submission. In addition, all submitted abstracts will be subject to an independent plagiarism screening conducted by the Publication and Editorial Committee before the abstract proceeds to the peer review process.

Similarity Threshold

The following similarity thresholds apply:

- Acceptable similarity: Less than 20% overall similarity without references

Policy for High Similarity

- 20–30% similarity: Abstract returned for revision.
- Above 30% similarity: Abstract may be rejected due to suspected plagiarism.

Note: Similarity related to references, quotations, and commonly used methodology descriptions may be excluded from the calculation.

Academic Misconduct

Any evidence of plagiarism, self-plagiarism, or duplicate publication may result in rejection of the abstract.

9. Generative Content Usage Policy

The conference recognizes the increasing use of AI-assisted tools in research and writing.

Permitted Uses

AI tools may be used for:

- Language editing
- Grammar improvement
- Formatting assistance

Disclosure Requirement

Authors must clearly disclose the use of AI tools in abstract preparation if such tools were used to assist writing or analysis.

See: Author Declaration Form

Prohibited Uses

AI tools must not be used to generate research data, fabricate citations, or produce substantial sections of the abstract without proper verification by the authors.

Author Responsibility

Authors remain fully responsible for the accuracy, originality, and integrity of the abstract.

10. Camera-Ready Paper Submission

Authors of accepted abstracts must submit a camera-ready version of the abstract according to the formatting guidelines and deadlines specified by the Publication Committee, along with the author declaration form.

Failure to submit the camera-ready abstract within the deadline may result in exclusion from the conference proceedings.

11. Conference Proceedings

- The conference may publish peer-reviewed conference proceedings in accordance with the applicable publication and registration requirements.
- The proceedings will only include Abstracts presented at the conference
- The proceedings may also be stored in a digital repository of the university.

12. Post-Conference Publication Opportunities

Selected high-quality papers may be invited for full paper publication in academic journals published by the Faculty of Business Studies and Finance following additional peer review.

13. Copyright and Licensing Policy

Copyright Ownership

Authors retain the copyright of their work.

Publication Rights

By submitting and presenting a paper at the conference, authors grant the conference organizers the right to:

- publish the paper in the official conference proceedings
- archive the paper in digital repositories
- distribute the proceedings for academic purposes.

Licensing

Papers published in the conference proceedings may be distributed under an academic use license, allowing non-commercial sharing with proper citation.

14. Responsibilities of the Publication and Editorial Committee

The Publication and Editorial Committee is responsible for managing the academic publication process.

Key responsibilities include:

Submission Management

- Preparing publication policies and submission guidelines
- Developing templates for papers
- Coordinating the online submission platform

Peer Review Coordination

- Implementing the double-blind review process
- Assigning reviewers
- Monitoring review progress
- Communicating decisions to authors

Conference Proceedings

- Compiling accepted abstracts
- Editing and formatting proceedings
- Ensuring plagiarism compliance

Printing and Production

- Coordinating printing of proceedings
- Preparing reviewer certificates
- Maintaining records of accepted papers.

15. Policy Amendments

The Executive Committee of WAYACiM reserves the right to revise or amend the publication policy when necessary to maintain the academic standards and operational efficiency of the conference.
