

Authors Guidelines

The following guidelines are required for complete paper publication in conference proceedings.

Manuscript Requirements

1. As a guide, articles should be 4000 – 6000 words or less in length (excluding references, tables etc.).
2. Font: Arial, Size: Paragraph – 11, Headings – 14 and Line Spacing: 1.5.
3. Papers must be exclusively submitted for GFIF 2016 and COMSATS Journal of Islamic Finance (CJIF).
4. A title of not more than eight words should be provided.
5. A brief autobiographical note should be supplied including:
 - Full name
 - Affiliation
 - E-mail address
 - Full international contact details
 - Brief professional biography.
6. Authors must supply a structured abstract set out under 4-6 sub-headings :
 - Purpose (mandatory)
 - Design / methodology / approach (mandatory)
 - Findings (mandatory)
 - Research limitations/implications (if applicable)
 - Practical implications (if applicable)
 - Originality / value (mandatory).
 - Maximum is 500 words in total.
7. Headings must be short, with a clear indication of the distinction between the hierarchies of headings. The preferred format is for headings to be presented in bold format.
8. All Figures (charts, diagrams and line drawings) and Plates (photographic images) should be submitted in both electronic form and as hard copy originals (if possible). They should be of clear quality, in black and white and numbered consecutively with Arabic numerals.
 - Figures created in MS Word, MS PowerPoint, MS Excel, Illustrator and Freehand should be saved in their native formats.
 - Electronic figures created in other applications should be copied from the origination software and pasted into a blank MS Word document or saved and imported into a MS Word document by choosing "Insert" from the menu bar, "Picture" from the drop-down menu and selecting "From File..." to select the graphic to be imported.
 - For figures which cannot be supplied in MS Word, acceptable standard image formats are: .pdf, .ai, .wmf and .eps. If you are unable to supply graphics in these formats then please ensure they are .tif, .jpeg (.jpg) , or .bmp at a resolution of at least 300dpi and at least 10cm wide.
 - To prepare screenshots, simultaneously press the "Alt" and "Print screen" keys on the keyboard, open a blank Microsoft Word document and simultaneously press "Ctrl" and "V" to paste the image. (Capture all the contents/windows on the computer screen to paste into MS Word, by simultaneously pressing "Ctrl" and "Print screen".)

- Plates (photographic images) should be saved as .tif or .jpeg (.jpg) files at a resolution of at least 300dpi and at least 10cm wide. Digital camera settings should be set at the highest possible resolution/quality.
 - In the text of the paper the preferred position of all tables, figures and plates should be indicated by typing on a separate line the words "Take in Figure (No.)" or "Take in Plate (No.)".
9. Tables should be typed and included as part of the manuscript. They should not be submitted as graphic elements. Supply succinct and clear captions for all tables, figures and plates. Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate.
 10. References to other publications must be in APA style and carefully checked for completeness, accuracy and consistency. This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through CrossRef.

Submit your articles at: islamicfinance@ciitlahore.edu.pk