



Guidelines for Authors
The Institute of Finance Management's
2nd International Annual Conference (IAC)
Date: 19th August 2025



Organized by:
The Institute of Finance Management
in collaboration with the University of Zambia – Graduate School of Business
Venue: Julius Nyerere International Convention Centre, Dar es Salaam, Tanzania

Conference Theme: Shaping Africa's Future through Innovation and Sustainability

General Instructions

Originality: Submitted papers must be original, unpublished, and not under consideration for publication elsewhere.

Language: All papers must be written in English using clear and concise academic language.

Submission Limit: Each author may submit a maximum of two papers for presentation.

Authorship Details: Each submission must include the Paper Title, Full names of all authors, Institutional affiliations, and Email address of the corresponding author.

Submission Platform: All papers must be submitted online via the official conference submission portal: <https://www.ifm.ac.tz/conference/>

File Format: Manuscripts must be submitted in Microsoft Word (.doc or .docx) format only.

Manuscript Format

Length: 7,000 to 8,000 words (excluding references and appendices)

Font: Times New Roman, 12 pt

Spacing: 1.5 line spacing

Margins: 1 inch on all sides

Referencing Style: APA 7th Edition (or consistent citation style throughout)

Structure should include: Title, Abstract (max 250 words), Keywords (3 - 5), Introduction, Literature Review, Methodology, Results/Findings, Discussion, Conclusion, References and Appendices (if applicable).

Review Process

All submissions will undergo a double-blind peer review process. Reviews will assess the relevance to the conference theme and sub-themes, originality and innovation, conceptual/theoretical contribution, methodological rigour, practical/policy implications, clarity and organization.

Authors of accepted papers will be required to revise their submissions in line with reviewers' comments.

Presentation Guidelines

Each accepted paper will be scheduled for presentation. Presenters can choose to participate physically or virtually. Presentations will be grouped thematically, and time slots will be communicated beforehand. PowerPoint slides or visual aids are encouraged and should be submitted at least 3 days before the conference.

Important dates

Full paper submission deadline:	20th July 2025
Notification of acceptance:	30th July 2025
Submission of revised papers:	10th August 2025

Publication Opportunity

Selected high-quality papers presented at the conference will be considered for publication in the following peer-reviewed academic journals:

African Journal of Finance and Management (AJFM) – Institute of Finance Management (IFM)

Journal of Innovation and Social Science Research (JISSR) – Institute of Finance Management (IFM)

African Social Research Journal – University of Zambia (UNZA)

To facilitate a timely and efficient publication process, authors who wish to publish in these journals are advised to submit their full papers concurrently online through the following link: <https://journals.ifm.ac.tz>

Please ensure that your manuscript adheres to the submission guidelines and formatting requirements of the target journal. All submissions will undergo an additional double-blind peer review process in accordance with each journal's editorial policies.

Contact for Submission Support

Email: conferences@ifm.ac.tz | austin.mwange@unza.zm

Phone: +255 789 777 928 (Tanzania) | +260 978 695 566 (Zambia)