

## Guidelines for submission of abstracts/extended abstracts

### 1. Guidelines for preparation of abstracts

- I. The abstract must report original research  
An author may submit one abstract as single-author and one abstract as co-author OR no more than four abstracts as co- author.
- II. The title should be brief and explaining the study reported. Capital letters should be used only for the first letter in the first word of the title and proper nouns.
- III. The author/s names and addresses –
  - Capital letters should be used only for the initials and the first letters of the surnames of the author/s.
  - The address of the institution in which the work was carried out should be included under the author's name.
  - If the collaborators are from different institutions should be included in brief. In this case the addresses of co-authors should be indicated by a number in superscript after the authors' names and before the respective addresses (as shown below).

#### Example (multiple authors):

P. Menikpurage<sup>1</sup>, D. T. U. Abeytunga<sup>2</sup>, R. L. C. Wijesundara<sup>3</sup>

<sup>1</sup> Department of Chemistry, University of Colombo, Sri Lanka.

<sup>2</sup> Department of Plant Sciences, University of Colombo, Sri Lanka.

- IV. The text of the abstract should not exceed 300 words.
- V. Standard abbreviations of SI units should be used.
- VI. The abstract should be coherent and free of language errors.
- VII. Two copies of the abstract should be submitted electronically on separate pages of a single Word document. The first copy should contain name(s) of author(s) and institutional affiliations. The second copy should carry only the title and the text and should **NOT** contain name(s) of author(s) and place(s) where the research has been carried out.
- VIII. A maximum of five (05) keywords should be provided
- IX. Acknowledgements should be restricted to the names of funding agencies providing sponsorship.
- X. Use font "Times New Roman" size 11 with 1.5 spacing on A4 paper.
- XI. Abstracts for publishing will be selected based on double-blind review process.

### 2. Guidelines for preparation of extended abstract (should be submitted with each abstract)

- I. The text should be around 1000 -1500 words (excluding references).
- II. The extended abstract should cover the following aspects: Background, Objectives, Research Design, Materials and Methods, Results/ Findings, Conclusions and References.
- III. The extended abstract should be coherent and free of language errors.
- IV. Two copies of the extended abstract should be submitted electronically on a single Word document. The first copy should contain name(s) of authors and institutional affiliations.

The second copy should not contain name(s) of author(s) and place(s) where the research has been carried out.

- V. Tables and diagrams can be included and should be referred to in text as Table 1 or Fig. 1.
- VI. References should be limited only to essential ones. Reference style should be APA 7<sup>th</sup> edition
- VII. Use font “Times New Roman” size 11 with 1.5 spacing on A4 paper.

### **3. Declaration by the author/s**

- I. The annexed declaration form must be signed and returned by the **corresponding author** via email (scanned copy) along with each abstract/extended abstract submitted.
- II. All correspondence will be addressed to the corresponding author. If the corresponding author is a student, it is mandatory that the declaration form should be signed by the supervising author/s.
- III. The abstracts should be presented by a staff member or a postgraduate student of the University of Colombo. In the event that the presenter indicated in the application is unable to present the paper, it is the responsibility of the corresponding author either to withdraw the paper in advance or arrange for one of the co-authors to present the paper.

## **Declaration Form for the Corresponding Author**

Title of abstract:

Names of authors:

Address(es) of Institution/s where the work was carried out:

Name of author who will present the abstract:

I declare that the above abstract reports the results of original research work and that its content has not been published or submitted for publication or presented elsewhere.

Name & Signature of the Corresponding Author:

Address:

Date: