

Guidelines for submission of abstracts/extended abstracts

1] Guidelines for preparation of abstracts

- i) The abstract must report original research.
- ii) An author may submit one abstract as single-author and one abstract as co-author **OR** no more than three abstracts as co-author.
- iii) The title should be brief and explain the study reported. Capital letters should be used only for the first letter in the first word of the title and proper nouns.
- iv) The author/s names and addresses –
 - Capital letters should be used only for the initials and the first letters of the surnames of authors.
 - 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, the addresses of the Institutions should be included in brief. In this case, the addresses of the 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):

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- v) The text of the abstract should not exceed 300 words.
- vi) Standard abbreviations of SI units should be used.
- vii) The abstract should be coherent and free of language errors.
- viii) Two copies of the abstract should be submitted electronically on two Word documents. One document should contain name(s) of author(s) and institutional affiliations. The second 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.
- ix) A maximum of five keywords should be provided.
- x) Acknowledgements should be restricted to the names of funding agencies providing sponsorship.
- xi) Use font "Times New Roman" size 11 with 1.5 spacing on A4 paper.

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

- i) The text should not exceed 1000 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 two Word documents. One document should contain name(s) of authors and institutional affiliations. The second **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.
- v) References should be limited to only essential ones.
- vi) Use font "Times New Roman" size 11 with 1.5 spacing on A4 paper.

3] Declaration by the authors

- (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.