

# Guidelines for Submission of Abstracts

- i. The abstract must report original research not previously published elsewhere.
- ii. An author may submit a maximum of one abstract as a single author and up to three abstracts as a co-author. No author shall submit more than four abstracts in total.
- iii. At least one of the authors should be affiliated to the University of Colombo.
- iv. The autor(s)' names and addresses
  - a. Capital letters should be used only for the initials and the first letters of the surnames of authors.
  - b. The address of the Institution where the work was carried out should be included under the author's name.
  - c. 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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<sup>2</sup> Department of Plant Sciences, University of Colombo, Sri Lanka.

- v. The title should be brief and reflect the study reported. Capital letters should be used only for the first letter in the first word of the title and proper nouns.
- vi. The text of the abstract should not exceed 300 words excluding title, author affiliations, acknowledgements, and key words. The abstract must be structured into Introduction, Methods, Results, and Conclusions.
- vii. Acknowledgements should be restricted to the names of funding agencies providing sponsorship.
- viii. Standard abbreviations of SI units should be used.
- ix. A maximum of five keywords should be provided.
- x. The abstract should be coherent and free of language errors.
- xi. Before you submit your abstract, ensure that the entire contents of the final abstract will fit into a single A4 page with 1 inch margins all round, font Times New Roman, size 11, and 1.5 spacing.
- xii. Two copies of the abstract should be submitted electronically as separate pages within 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.

## **Please note:**

- i. The annexed declaration form must be signed, scanned, and returned by the Corresponding Author via email along with each 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 an undergraduate/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.
- iv. Editorial Committee has the right to reject the abstracts not conforming to these requirements.

## **Declaration Form for Corresponding Author**

**Title of Abstract:**

**Name(s) of Author(s):**

**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 and that its content has not been published, submitted for publication, or presented elsewhere.

**Name & Signature of the Corresponding Author:**

**Address:**

**Date:**

**Name & Signature of the Supervising Author (if the Corresponding Author is a student):**

**Address:**

**Date:**