



International Library Research Symposium (ILRS) - 2025

"Social Responsibility of Librarians: Leveraging Information for Sustainable Development"

Organised by the Library, University of Colombo, Sri Lanka

Guidelines for Submission of Abstracts and Extended 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. The author(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 author is employed 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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² Department of Plant Sciences, University of Colombo, Sri Lanka

- iv. 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.
- v. The text of the abstract should not exceed **300 words** excluding title, author affiliations, acknowledgements, and key words.
- vi. Acknowledgements should be restricted to the names of funding agencies providing sponsorship.
- vii. Standard abbreviations of SI units should be used.
- viii. A maximum of five keywords should be provided.
- ix. The abstract should be coherent and free of language errors.
- x. 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**.

xi. A template for preparing the abstract is provided on page 03.

xii. Guidelines for Extended Abstracts

Prepare your extended abstract (**1500 words**) based on the following instructions. The extended abstract will be used for **review purposes only**.

- a) Should be typeset using MS Word format.
- b) General guidelines: A4 page, 1-inch margins all round, font Times New Roman, size 11, and 1.5 spacing.
- c) Follow the above abstract guideline for Title, Author Names and Affiliations
- d) Main Headings: Times New Roman, size 11, bold, title case, left-justified
- e) Sub-Headings: Times New Roman, size 11, bold, in italics, bold, title case, left-justified
- f) Main Body: Times New Roman, size 11, 1.5 line spacing
- g) Figures and tables must be inserted after they are cited in the text.
- h) References: A maximum of 5 key references could be included in the extended abstract following the APA (7th Edition) formatting guidelines.

Please note that,

- i. the annexed declaration form (on page 04) must be signed, scanned, and returned by the Corresponding Author via email (lrseditor@lib.cmb.ac.lk) 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. if the research was approved by a certain institution and obtained ethical clearance (if applicable) that should be mentioned in the declaration form.
- iv. the abstracts must be presented during the symposium by the presenter indicated in the application.
- v. the ILRS Editorial Committee has the right to reject the abstracts not conforming to these requirements.

Submit your manuscripts to lrseditor@lib.cmb.ac.lk with the subject line of the email consisting of the corresponding author's name.

We look forward to your valuable contributions to ILRS 2025!

Editor - ILRS 2025

ABSTRACT TEMPLATE

Replace this text with the article title

Author name¹, Author name¹, and Author name²

¹
Department, Institution, Country

²
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¹
(E.g., *Department of Chemistry, University of Colombo, Sri Lanka*)

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