



UNIVERSITY OF COLOMBO
FACULTY OF GRADUATE STUDIES
Annual Research Conference - 2024

“SUSTAINABLE FUTURE THROUGH MULTIDISCIPLINARY RESEARCH”

GUIDELINES FOR SUBMISSION OF
ABSTRACTS AND EXTENDED ABSTRACTS

[1] Guidelines for preparation of abstracts and extended abstracts

- i. The abstract and the extended abstract must report original research.
- ii. An author may submit one abstract (and extended abstract) as a single author and one abstract (and extended abstract) as a co-author **OR** no more than four abstracts (and extended 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 research 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):

I. P. Menikpurage¹, D. T. U. Abeytunga¹, R. L. C. Wijesundara²

¹ Department of Chemistry, University of Colombo, Sri Lanka.

² Department of Plant Sciences, University of Colombo, Sri Lanka.

- v. The text of the abstract should not exceed 300 words. The text of the extended abstract should not exceed 1,500 words (excluding the list of references)
- vi. Standard abbreviations of SI units should be used.
- vii. The abstract and the extended abstract should be coherent and free of language errors.
- viii. Two copies of the abstract and the extended 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 abstract and the extended abstract which **should not** contain name(s) of author(s) and place(s) where the research has been carried out.
- ix. A maximum of five (05) keywords should be provided.
 - x. Acknowledgements should be restricted to the names of funding agencies providing sponsorship.
 - xi. Use the font “Times New Roman”, size 11 with 1.5 spacing on A4 paper.

[2] Special guidelines for extended abstract

- i. An extended abstract is the detailed version of the abstract (or the concise version of the research paper) which should clearly specify the research gap (theoretical/ empirical/ performance) that the researcher is addressing, a concise review of literature, a brief description of the methodology used, key results/findings obtained, implications and contributions to theory and practice, and the conclusion.
- ii. The elements of your extended abstract can be organized in the following order listed:
 - Introduction (research gap, and the main inquiry with the objective/s)
 - Main body text (a concise review of literature, methodology, results/findings, discussion, and the conclusion with implications/contribution)
 - List of references
- iii. The length of the extended abstract **should not exceed 1,500 words**, excluding the list of references. The list of references should be limited to the cited literature in the extended abstract.

[3] Declaration by the authors

- i. The declaration form must be signed and returned by the corresponding author via email (scanned copy) along with each abstract and 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. In the event that the presenter indicated in the form 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.

Editorial Committee
Annual Research Conference – 2024
Faculty of Graduate Studies
University of Colombo