

Sri Lanka Association for the Advancement of Science

Guidelines for Preparing and Submission of Abstracts – 2024

(A) GENERAL INSTRUCTIONS

- Abstracts should report original research.
- Documents that do not conform to the guidelines will be rejected.
- If abstracts included in the proceedings of the SLAAS Part I are not presented, the **Corresponding Author will not be allowed to present any paper at the SLAAS Session for a period of three years**, unless reasons for not presenting have been accepted by the Council. The Head of the Institution in which the work was carried out will also be informed by SLAAS of the non-presentation of the paper.
- Non-members cannot be co-authors except in the rare case of being overseas residents whose status must be certified by the Principal Author.
- All submissions based on human or animal research should attach a **certified copy of the letter of ethics approval** issued by an Ethics Review Committee.
- Abstracts can be submitted via the online submission system.
- When the abstracts are submitted via the online system, all relevant documents along with the abstract and the extended abstract need to be uploaded.
- Documents received **after the given deadline (30th June 2024), due to any reason will not be accepted unless there is an deadline extension.**
- Authors are encouraged to submit **an additional file** containing the essence of the submitted abstract written in **layman's language for publicity by media**. The following links can be used to get some insight on writing lay abstracts.
<https://www.youtube.com/watch?v=6g-yl6yUS8c>;
https://www.youtube.com/watch?v=r_dmr5LRnDQ;
<https://www.youtube.com/watch?v=OVfhWdbOmZM>

(B) INSTRUCTIONS TO AUTHORS

1. SUBMISSION

The following documents must be submitted via the online submission system on or before the closing date (30th June 2024).

- Title Page
- Abstract
- Extended Abstract
- Declaration form (please find in pages 5-6)

Soft copies in disks or as e-mail attachments or through fax will not be accepted due to practical limitations.

2. BASIC FORMAT FOR ALL DOCUMENTS:

- Paper size and Orientation: A4 (210 x 297 mm), Portrait. Use only one side.
- All margins except left: 25mm. Left margin:30 mm. Gutter:00
- Font: Arial, 11 points; Line spacing: 1.5 (18 pt), one column of text.
- No Header or Footer except 15 mm Footer for page numbering.

Paragraph	- Justified, No indent, No extra spacing before or after, No special effects
Insert – Picture	- Yes, for Figure and Table (Maximum 2)
Insert – Text Box	- Yes, for Figure or Table titles, if any (Maximum 2)
Format – Text Box – layout	- Wrapping style = Square, Horizontal alignment = Left or Right
Flow-charts	- Inside a Text Box with a font size of 10–11 pt.

3. TITLE PAGE

- a) The **Title** of the paper should be brief and explain the study reported. Upper case font should be used only for the first letter in the first word in the title, proper nouns, and abbreviations and scientific terms if relevant. Biological names of organisms must be used with other general / vernacular names within parentheses.
- b) Title of paper should appear at the beginning of both the abstract and the extended abstract; Name(s) of author(s) and Address(es) **should not appear on pages carrying the abstract and the extended abstract.**
- c) **Name(s) of author(s):** Initials with the last name is required for all authors in any order of preference.
- d) **Address(es) of author(s):** The address of the institution in which the work was carried out should be included for each author, using superscripts ^{1,2,3} etc., at the end of each name if authors are from different institutions. If all authors represent the same institution, it is not necessary to use a superscript.
- e) The **“Corresponding Author”** is considered as the Principal Author (indicated by placing a * asterisk sign at the end of the name).

4. ABSTRACT

- a) The abstract should be **one page** in length, consisting of **not more than one paragraph** with a **word limit of 350**. Please do not include subheadings.
- b) **Figures** and **Tables** could be included **only if essential**.
- c) Acronyms should be written in full the first time they are mentioned in the text, followed by the abbreviation in parentheses.
- d) **Always follow SI Units**. Please refer to the website – www.bipm.fr/enus/3_SI/si.html or the latest edition of a relevant text.
- e) There shall be **no citations** or **references**.
- f) **Keywords** (4) should be mentioned in the abstract.
- g) **Acknowledgements** should be restricted to funding agencies/institutions and should be in the form **“Acknowledgement: Financial assistance by Research grant (number).” Names of individuals should not be given.**
- h) Please do not insert a page number for the abstract.
- i) **If the Abstract is accepted for publishing, the provided template should be used to submit the final electronic version for publishing.**

5. EXTENDED ABSTRACT

- a) Extended abstract (**word limit 800**; maximum three (03) pages; page numbers should be included)
- b) Should consist of the following sections: **Title, Introduction** (with objectives), **Methodology, results, Discussion (or R & D Combined), Conclusions** (if relevant), **References, No Acknowledgement**.
- c) The use of graphs and charts (generated electronically) is encouraged, Graphics and photographs (scanned) could be included only if essential. Chemical structures and reactions may be included. All these should be with the sub-title **Fig.** and a relevant description or caption **below the item**. Tables (a maximum of 2) should have a caption on top and be numbered using **Arabic** numerals.
- d) **References:** include only a few essential references. The following format should be used:

Name(s) of author(s) with initials, year within parenthesis, title of the journal in italics, volume in bold face, page number(s). E.g.: Gunawardhana, H.D. and Sugathapala, P., (1989) *Analyst*, **115**, 215.

6. DECLARATION BY THE AUTHORS

The attached **Declaration Form** should be filled by the corresponding author and **signed by ALL authors** quoting their **Membership numbers and Names as indicated in the membership register**. In case of change of name, the earlier name should be included.

Declaration Form

(To be typed or filled with block letters, use the √ sign where necessary)

Title of Abstract:

Author for Correspondence				
Numbering	Ms.		Mr.	
	Dr.		Prof.	
	Other			
	Name as it appears in the Abstract			
			Type of present Membership	Membership Number
			Member	
Address for communication : (not necessarily the office address)			Foundation Member	
			Honorary Life Member	
			Institute	

For communication by SLAAS :

	Tel	Fax	E-Mail
Office			
Residence			
Mobile			

Section and preferred method of presentations: (This could be changed by SLAAS)

Sections suitable for the presentation	A	B	C	D	E1	E2	E3	F	ITS	Poster	Oral
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Authors (Author for Correspondence is responsible for obtaining the signatures)				
Numbering	Name as it appears in the Abstract (Cage relevant to the Corresponding Author can be left empty)	Contact Telephone # and Fax #	Membership Number	Signature
1				
2				
3				
4				
5				
6				

Important ! Indicate the Author who will make the presentation in the first column with √ sign.

✕

This slip will be returned to you to confirm receiving the submission – Please fill cages 1, 2 & 3		
1) Title of the abstract:		
..... 2) Name - Corresponding Author	For office use:	
..... 3) Signature - Corresponding Author	Date Stamp	Entered in the Register Signature

Statement by the Author for all Correspondence:

- 1) I declare that the work reported in the Abstract (also in the Extended Abstract) is original research carried out by the authors, and that this work was not published or presented elsewhere in this form.
- 2) I declare that the work reported in the Abstract (also in the Extended Abstract) has been submitted only to the relevant section of the SLAAS, and that this work has not been submitted to any other section/s of the SLAAS.
- 3) I declare that, if this work is selected for presentation at the SLAAS Annual Session of the current year, in either oral or poster form, it will not be published or presented elsewhere until after the said Annual Session. In the event that I decide to so publish or present it, I agree to withdraw this presentation no later than the 31st of October of this year. I am aware that, in the event of failure on my part to honour this declaration, disciplinary action will be taken against me by the SLAAS.
- 4) I bear full responsibility for the work reported in the Abstract (also in the Extended Abstract), and agree to send the full paper to SLAAS, if required for the reviewing process.
- 5) I bear full responsibility for the presentation of this paper at the Annual Session.
- 6) I am aware that if this paper is not presented at the Annual Session or withdrawn after final acceptance, I will **not** be allowed to present any paper at SLAAS activities for a period of **3 years**. Also, SLAAS will inform this matter to the authority of the institution where the work was carried out.
- 7) I state that all authors are members and have made full membership payments to the SLAAS.

Name of the Corresponding Author:
.....

Signature of the Corresponding Author:
.....

Date:



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