

Sri Lanka Association for the Advancement of Science Guidelines for preparing and submission of Abstracts – 2017

(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 1 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.
- 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.
- If the documents are hand delivered to the SLAAS office, please obtain the delivery slip attached to the Declaration Form with date stamp from the SLAAS office. Receipt of submissions of abstracts by post / courier will be acknowledged to the author within two weeks after the closing date.
- Documents received **after the given deadline (30th June 2017), due to any reason including postal delays, will not be accepted.**

(B) INSTRUCTIONS TO AUTHORS

1) SUBMISSION

The following documents must be submitted under registered cover, by courier, or in person on or before the closing date (30th June 2017):

- **Title Page (2 copies)**
- **Abstract (4 copies)**
- **Extended Abstract (4 copies)** and
- **Declaration form** (please find in pages 3-4).

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: 25 mm. 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):** The last name with initials is required of 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 there are more than one institution. If authors have different present addresses, use superscripts ^{1, 2, 3} etc., to indicate the respective present addresses for authors with corresponding superscripts, under the Sub Title **“Present Address (es)”**.
- 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 a latest edition of a relevant text.
- e) There shall be **no citations** or **references**.
- f) **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.**
- g) Please do not insert a page number for the abstract.
- h) **If the Abstract is accepted for publishing, the same electronic format will be directly used.**

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.

For further details please visit www.slaas.lk

Declaration Form

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

Title of Abstract:

Numbering	Author for Correspondence									
	Ms.	Mr.	Dr.	Prof.	Other	Type of present Membership			Membership Number	
	Name as it appears in the Abstract					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	Poster	Oral	

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

Contd....from the previous page

Statement by the Corresponding Author:

- 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, if this work is selected for presentation at the SLAAS Annual Sessions of the current year, in either oral or poster form, it will not be published or presented elsewhere until after the said Annual Sessions. In the event that I decide to so publish or present it, I agree to withdraw this presentation no later than **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.
- 3) 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.
- 4) I bear full responsibility for the presentation of this paper at the Annual Sessions.
- 5) 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.
- 6) 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:

✂.....

If you hand deliver the submission, you will be issued with this slip with the date stamp on it, at the time of handing over the documents to the SLAAS office.

Sri Lanka Association for the Advancement of Science (SLAAS)

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