

## I. JOURNAL OF THE SLAAS

The Journal of the SLAAS will be initiated as a biannual publication. Selected research work from annual research sessions (based on scientific merit) will be invited to submit research manuscripts as per the guidelines provided by SLAAS. SLAAS members may also separately submit their papers for publication. We will identify a member from each section as a sub editor to support the editor. We will publicise this in our annual call for publications and it will be a value addition to submit abstracts for the annual sessions.

## II. GENERAL INSTRUCTIONS

- 1) Research presented in the manuscript could be in any field of science.
- 2) The research work should not have been published or submitted for publication elsewhere.
- 3) A corresponding author who will be responsible for all communications with the SLAAS Office should be identified.
- 4) Submission of manuscripts: Manuscripts can be submitted by e-mail or regular mail to the Editor – SLAAS on or before 31<sup>st</sup> July, 2018. In case of submissions made through regular mail, The authors should forward three (03) hard copies of the manuscript and an electronic copy on a compact disc (CD) along with all other required documents. Authors are advised to mail the documents at least three (03) weeks prior to the deadline.
- 5) Certificate of authenticity: Declaration form attached hereto should be duly filled, signed by all authors and sent along with the manuscript. The authors who transfer the documents electronically should send the Certificate of Authenticity by regular mail.
- 6) Information of corresponding author: Duly filled form should be sent by regular mail.
- 7) Submissions that involve human or animal trials should provide evidence of approval obtained by an ethics review committee.

## III. SPECIFIC INSTRUCTIONS TO AUTHORS

### 1. Document to be submitted

- Manuscript in MS Word (2003 or 2007 for Windows or later) format.
- A compact disk (CD) containing an electronic copy of the manuscript (for submissions by regular mail only).
- Duly filled and signed 'Certificate of Authenticity' form.
- Duly filled 'Information of Corresponding Author' form.

### 2. Format for typesetting

- **Paper size:** A4 (210 x 297) typed single sided only.
- **Margins:** Top, bottom and right margins of 25 mm and a left margin of 30 mm.

- ¶ **Line spacing:** 1.5 (18 points) throughout the text.
- ¶ **Length:** Length of the manuscript including text, tables, figures and references should not exceed 15 typed pages.
- ¶ **Page and line numbering:** All pages should be sequentially numbered using Arabic Numbers. All lines should also be numbered sequentially starting from the top to the bottom of each page.
- ¶ **Font:** Arial font, size 12.
- ¶ **Language/spelling:** UK English only.
- ¶ **Software:** Authors may use either MS Word 2003 or 2007/2011 for Windows or the Macintosh equivalent.

**3. Title Page:** Title page should include the following information;

- ¶ Title and running title (less than 25 Characters). They should be in bold faced letters
  - ¶ Name/s and affiliation/s of author/s
  - ¶ Email address, mailing address and contact numbers of the corresponding author.
- Note:** Identified the corresponding author by placing an asterisk after the name.

**4. Abstract**

- ¶ Should be limited to a maximum of 250 words.
- ¶ Up to a maximum of the five (05) key word should be identified, arranged in alphabetical order, included immediately after the abstract.
- ¶ Abstract should be typed in italics. Scientific names in the abstract should be underlined.
- ¶ No reference, tables, or figures should be included in the abstract.

**5. Body**

- ¶ **Introduction:** Justification of the research work, objectives and hypotheses should be included in the introduction.
- ¶ **Methods and Materials/ Methodology:** All materials, chemicals, clinical, subjects and samples used should be identified. Analytical, survey and statistical method should be explained concisely. Common analytical methods need not be elaborated.
- ¶ **Results and Discussion:** Can be combined.
- ¶ **Conclusions:** Should be concise.
- ¶ **Headings:** All headings should be in bold capital and centered, *e.g.*, INTRODUCTION
- ¶ **Subheadings:** All subheadings should be in bold and in title case, *e.g.*, Preparation of Land.
- ¶ **Non-English terms:** All non-English terms should be italicized, *e.g.*, *et al.*, *i.e.*, *viz.*, except "etc."
- ¶ **References:** Use APA style

## 6. Table and Figures

- Should be included in the exact place within the text
- Tables should be numbered sequentially using Arabic numerals. The titles should be self-explanatory and placed above the tables.
- Tables should not contain any vertical lines
- Illustration, Line drawing and photographs, if any, should be clear, properly numbered and captioned and ready for reproduction. They should be of high resolution such as minimum of 300 dpi and saved in .tif or .bmp formats. Please do not use .jpeg or similar formats that do not reproduce well.
- All lettering, graph lines and points on graphs should be sufficiently large and bold faced to permit reproduction for inclusion in the Journal.
- Artworks and illustrations should be of appropriate thickness. Please note that thin lines do not reproduce well.
- Please note that the illustrations, line drawings and photographs should be placed in the appropriate location of the electronic file and numbered sequence with other figures.

## 7. Units

- SI units should be used.
- A single space should be left between the numerical value and the unit.

## 8. Acronyms and Abbreviations

- All acronyms should be written in full at the first time of appearance. Abbreviations can be used subsequently.
- The full stop should not be included in abbreviations. Where abbreviations are likely to cause ambiguity or may not be readily understood by readers, the units should be mentioned in full.

9. On being informed of the acceptance, the manuscripts should be revised as per the reviewers' suggestions and re-submitted to the Editor – SLAAS. The accepted manuscripts will be published in the inaugural **Journal of the SLAAS**. Manuscripts that do not confirm to the above guidelines will not be accepted.

## 10. Acknowledgements

Only the essential individuals and/or organizations/institutes should be included.