Guidelines for writing the seminar abstract

As a part of CH 4002 / BC 4002, seminar presentation is a requirement for the award of the B.Sc. Special Degrees in the Department of Chemistry. For this purpose, you will be provided with a list of current topics together with a main reference. You are expected to select ONE topic for your seminar presentation. (No two persons may select the same topic).

Once you have selected your topic, you should first study the main reference given to you and then proceed to do an extensive search on your own to get more information. The number of relevant references that you will come across may vary with the subject of interest and how many of them you want to pursue is a matter of personal choice. However, you are expected to base your seminar presentation on up to five selected references that you think are the most relevant and / or important.

Furthermore, you are expected to prepare for the seminar presentation independently and you will not be assigned an academic staff member as your supervisor. However, you may consult academic staff members to clarify any subject related difficulties.

Your seminar presentation consists of two components:

1. Submission of a written abstract and
2. An oral presentation

The instructions for the submission of the written abstract are given below.
Submission of the written abstract

The written abstract should consist of the following three items.

1. Title page
2. A written summary of your presentation (not more than two pages)
3. List of references which you have based your summary and presentation on.

Title page (Use the format given in the example)

It should include the following items.

- University of Colombo logo
- Full title of your seminar presentation (18pt, Times New Roman, Bold, All Caps)
- Candidate’s name and index number (12pt, Times New Roman, Bold, All Caps)
- The statement: “Seminar report submitted to the Faculty of Science in partial fulfillment of the requirements for the B.Sc. (Special) Degree in …………………” (12pt, Times New Roman, indicate which degree)
- Address of the University (12pt, Times New Roman)
- Year and month of submission (12pt, Times New Roman)

Summary

The summary should be a concise account of your seminar presentation and should not exceed two pages in length. It should be written in your own words. Plagiarism is strictly prohibited. Please refer to the Department Policy on Plagiarism for further information.

Layout and appearance

- The summary should be computer typed and printed on white A4 paper; single sided.
- Use 12 pt, Times New Roman as the font.
- Spacing: single
- Text should be justified (both sides aligned) and paragraphs should be indented.
- Margins should be 1 inch on all four sides.
- Set page size to A4 when you prepare the document (not US Letter size).
- Pages should be numbered at the bottom in the centre, using Arabic numerals.
**Bibliography/Reference List**

- References should be listed at the end of the text in numerical order. Use Times New Roman, 12 pt.
- List all authors of each article cited; avoid using “et al.”
- Each entry in the list of references should follow the ACS style.

**Oral Presentation**

- Should be a multimedia presentation.
- Should not exceed 15 minutes (but not less than 12 minutes).
- At the end of the presentation there will be a ten minute long question and answer session.

**Evaluation**

In assigning the final mark for your seminar presentation, both your written report and oral presentation (including your responses to the questions) will be evaluated by a panel consisting of the members of the Departmental Academic staff.

A sample title page is given below.
Seminar report submitted to the Faculty of Science in partial fulfillment of the requirements for the B.Sc. (Special) Degree in Chemistry

Department of Chemistry, University of Colombo
Colombo 03, Sri Lanka.
April 2014