

Guidelines for Preparation and Submission of Abstracts and Extended Abstracts
Postgraduate Sessions 2025
Faculty of Science, University of Colombo

1] Guidelines for preparation and submission of Abstracts

- i. The abstract must report original research not previously published elsewhere.
- ii. An author may submit a maximum of one abstract as a single author and up to three abstracts as a co-author. No author shall submit more than four abstracts in total.
- iii. At least one of the authors should be affiliated to the University of Colombo.
- iv. The author(s)' names and addresses
 - a. Capital letters should be used only for the initials and the first letters of the surnames of authors.
 - b. The address of the Institution where the work was carried out should be included under the author's name.
 - c. 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):

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² Department of Plant Sciences, University of Colombo, Colombo 03, Sri Lanka.

- v. The title should be brief and reflect the study reported. Capital letters should be used only for the first letter in the first word of the title and proper nouns.
- vi. The text of the abstract **should not exceed 300 words**, excluding title, author affiliations, acknowledgements, and keywords. The abstract must include a brief introduction, objective/s, methods, results, and conclusion/s.
- vii. Acknowledgements should be restricted to the names of funding agencies providing sponsorship.
- viii. Standard abbreviations of SI units should be used.
- ix. A maximum of five keywords should be provided.
- x. The abstract should be coherent and free of language errors.
- xi. Before you submit your abstract, ensure that the entire contents of the final abstract will fit into a single A4 page with 1-inch margins all round, font Times New Roman, size 11, and 1.5 spacing.
- xii. Two copies of the abstract should be submitted electronically as separate pages within a single **Word document**. The first copy should contain the name(s) of the author(s) and institutional affiliations **using the attached template**. The second copy should carry only the title and the text and **should not** contain the name(s) of the author(s) and the place(s) where the research has been carried out.

Along with the Word document, a PDF of the same shall be submitted.

2) Guidelines for submission of Extended Abstracts

- i. The Extended Abstract should not exceed 800 words.
- ii. The text should include the following aspects: Background, Objectives, Methodology, Results and Discussion, and Conclusion/s.
- iii. Tables and figures can be included if essential.
- iv. Limit citations to critical references (maximum five), which should be given at the end of the Extended Abstract.
- v. A single copy of the Extended Abstract should be submitted electronically as a PDF document, carrying only the title and the text. It **should not contain** the name(s) of author(s) and place(s) where the research has been carried out.

3) Important! Please read the following carefully:

- i. The submitted Abstract should be related to **Postgraduate work**. A permanent academic staff member attached to the Faculty of Science, University of Colombo, is also permitted to present his/her research work even if no postgraduate students are involved.
- ii. Each submitted Abstract must be accompanied by the **Declaration Form, duly completed and signed by all the authors**. Considering the current situation, the use of e-signatures is allowed.
- iii. **At least one of the authors must be a permanent academic staff member of the Faculty of Science, University of Colombo.**
- iv. The Abstract and Declaration Form should be submitted by **one of the authors who is a permanent member of the Faculty of Science, University of Colombo**, to whom all correspondence will be addressed.
- v. The permanent academic staff member/s who bear authorship must take full responsibility for the submitted Abstract, including for its presentation at the Annual Sessions 2025.

Note: In the event that the presenter indicated in the Declaration Form is unable to present the paper at the stipulated sessions, it is the responsibility of the submitting author to withdraw the paper in advance OR to arrange for one of the other co-authors to present the paper. **Not presenting a published abstract would result in penalization of all the authors.**

In the case of a single author where he/she could not present the paper due to ill health or any other valid reason, the HDC of the Faculty of Science, University of Colombo must be notified.

- vi. The Editorial Committee has the right to reject abstracts not conforming to these requirements.

4) Date of submission

Abstracts, Extended Abstracts and a scanned copy of the Declaration Form should be emailed on or before the **4th of July 2025** to the **Postgraduate Coordinator** in your department.