

Sri Lanka Association for the Advancement of Science
Guidelines for preparing
Extended Abstracts (= Synopses) and Abstracts – 2009

(A) GENERAL INSTRUCTIONS

- 01) The guidelines have been revised as adopted at the 60th Annual General Meeting of SLAAS held in December 2004.
- 02) **Documents that do not conform to the guidelines will be rejected.**
- 03) Some important instructions given in the covering letter are not repeated here.
- 04) Abstracts and documents can be submitted by post / courier / person. **Electronic versions, E-mail fax etc. are not acceptable** in the **first submission** of abstracts.
- 05) Documents received **after the given date and time due to any reason including postal delays will not be accepted.**
- 06) **Corresponding Author:** The author who is **responsible for the paper** and who communicates with the SLAAS on all matters regarding the paper and the presentation, is the “**Corresponding Author**”. SLAAS will not communicate with co-authors (if involved) without written approval from this designated “Author for all Correspondence”.
- 07) **Submission: Three printed hard copies** of both the Extended Abstract and the Abstract must be submitted under registered cover or by courier / person before the closing date together with one copy each of the Title Page and duly perfected original Declaration Form as instructed. Soft copies in disks or as e-mail attachments or through fax will not be accepted due to practical limitations.

You are strongly advised to post submissions about two weeks ahead of the given deadline considering the possible postal delays.
- 08) The format given for the Abstract is the same for publishing, if it is accepted. You will only have to add the names and addresses of authors.
- 09) If papers included in the proceedings of the SLAAS Part 1 are not presented, the **Corresponding Author will not be allowed to present any paper for a period of three years**, unless the 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.
- 10) **Declaration by all Authors: Declaration Form** attached should be filled by the **Author for all Correspondence**, and **signed by ALL Authors** quoting their **Membership numbers and Names as indicated in the membership register**. In case of change of name, earlier name should be included.

Non-members cannot be co-authors. All co-authors should obtain membership in an appropriate category **before the first submission of the Abstract**. Applications for membership should not be submitted along with the Abstracts. Please note that at least two months will be required to process a membership application. A Non-member cannot be a co-author of an accepted presentation according to the revised “Rules and Regulations” (*as adopted at the 60th Annual General Meeting*) of SLAAS.
- 11) All submissions where the research has been on humans or animals should include evidence that approval has been obtained from a recognised ethics review committee. (*Attach a certified copy of letter giving ethics approval*).
- 12) If the documents are hand delivered to 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.

(B) INSTRUCTIONS TO AUTHORS

1) CONTENTS

The required documents to be submitted consist of the following:

*** Title Page, * Extended Abstract (3 copies), * Abstract (3 copies), & * Declaration Form.**

Please find the **Declaration Form** attached to the Guidelines.

2) BASIC FORMAT FOR TYPING OF ALL THE DOCUMENTS:

- You are not expected to count words, but the limit will be number of pages.
- Paper size: A4 (210 x 297 mm), use only one side
- All margins except left: 25 mm. Left margin: 30 mm.
- Line spacing: 1.5 (18 pt), one column of text.
- No Header or Footer except 15 mm Footer for page numbering.

The relevant instructions for computer uses are given in Appendix 2. This format is also applicable for the soft copies of accepted Abstracts.

3) TITLE PAGE

- 3-1) Follow the guidelines given under Section 2 of Instructions to Authors.
- 3-2) The same title as in the *Abstract* and *Extended Abstract* should be given here.
- 3-3) **Name(s) of author(s):** Preferably the last name with initials / given name is required. If several authors are involved, give the names in the order of their contribution to the work reported, or according to your preference. The first name in the list may not necessarily be the Principal Author, and the "Author for Correspondence" is considered as the Principal Author.
- 3-4) **Address(es) of author(s):** The address of the institute 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 have different present addresses, use the above superscripts ^{1,2,3} etc to indicate the respective present addresses for relevant numbers under the Sub Title "**Present Address(es)**".
- 3-5) **Authors:** Should include all those who have contributed to the work described including supervisors if applicable, those who analyzed and interpreted results / data, and those who carried out significant part of work that has been used in the research to be presented.
- 3-6) **Author for all correspondence:** This author is indicated by placing a * sign (*asterisk sign*) at the end of the name. This name also should appear for the same purpose in the Declaration Form.
- 3-7) A sample of the Title Page is given as Appendix 1.

4) COMMON INSTRUCTIONS FOR BOTH THE EXTENDED ABSTRACT & THE ABSTRACT

- 4-1) Should follow the common Format given under Section 2 of Instructions to Authors.
- 4-2) 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. The biological name has the priority. If names of organisms are involved, indicate other general / vernacular names within parentheses.
- 4-3) Name(s) of author(s) and Address(es) **should not appear on pages carrying the abstract and the extended abstracts**, as SLAAS considers the identity of authors and referees to be confidential in the peer review process, and the identity of referees to be confidential even after publishing.
- 4-4) Title should be at the beginning of both.
- 4-5) Give page numbering **only for** the Extended Abstract.

- 4-6) Acronyms should be written in full in the first time they appear in the text, followed by the abbreviation in parentheses.
- 4-7) **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

Always leave one letter space:

- a) Between the numerical value and the symbol - e.g. **21 dm³** (neither 21dm³ nor 21L)
- b) Also among different symbols for SI units or derived SI Units. *E.g.* **mg kg⁻¹, mg dm⁻³, mol dm⁻³, µg dm⁻³ etc.**

Also, note that the SI symbol for tonne (metric ton) is **t**.

Symbol for Celsius temperature scale is **°C**, and should be written as - e.g. **20 °C** (neither 20°C nor 20° C).

- 4-8) Presentation of results in graphs and charts (generated electronically) is encouraged. Graphics and photographs (scanned) could be included only if essential. Chemical structures and / or reactions could be given. All these should be with the sub-title **Figure** or **Fig** and a relevant description or caption **below the item**.

Any table should have a title (Caption) above. If there is more than one table they should be numbered using **Indo-arabic** numerals.

5) ADDITIONAL INSTRUCTIONS FOR EXTENDED ABSTRACT / SYNOPSIS

- 5-1) Follow the instructions given below in addition to relevant guidelines already given.
- 5-2) Authors names and addresses should not be included.
- 5-3) Extended Abstract should contain the following sections:

Title	-	as in 4-2
Introduction	-	(with objectives)
Methodology		
Results	}	Results & Discussion could be combined
Discussion		
Conclusions	-	if relevant
References	-	very important references only

(Acknowledgement should not be given in the Extended Abstract)

- 5-4) The **maximum limit** of the Extended Abstract is **three (3) pages**. Allocate sufficient space for above subtopics, and give priority for results and discussion. Figures and Tables, if any, must be included within this limit.
- 5-5) The research findings must be **clearly** stated. Where scientific studies have been carried out, controls (if applicable) and appropriate use of statistical procedures and statistically analyzed results with final statistical information (e.g. significant level, mean comparisons etc) with their proper interpretations should be included. Presentation of results in graphic form is encouraged, with only simple formatting in electronic documents.
- 5-6) **References:** Include only a few essential references. If you want not to be identified by the referees in the review process, avoid citing such references, or leave blank spaces for names of relevant authors. SLAAS does not expose the identities of authors and relevant referees to each other.

Following format should be used.

Name(s) of author(s) year within parenthesis, Title of the journal in italic, volume in bold face, page number(s)

Eg: Gunawardhana, H.D. and Sugathapala, P., (1989)

Analyst, **115**, 215.

6) ADDITIONAL INSTRUCTIONS FOR ABSTRACT

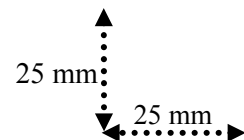
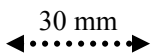
PLEASE NOTE THAT THE SAME FORMAT WILL BE USED FOR PUBLISHING OF ACCEPTED ABSTRACTS IN SLAAS PROCEEDINGS PART I.

- 6-1) Follow the instructions given below in addition to relevant guidelines already given. **Maximum limit is one (1) page including a blank space for the item 5-2.**
- 6-2) Author(s) name(s) and address(es) should **not be** included, but sufficient **blank space** should be kept for the authors' names and addresses and present addresses, if any.
- 6-3) There shall be **No citations** and **No references**.
- 6-4) Could consist of more than one paragraph. Avoid including background or introductory material or justifications for undertaking the work in the Abstract. Priority should be given to Results, and Discussion with any Conclusion. **Figures** and **Tables** could be included as instructed in 4-8, **but only if essential**.
- 6-5) **Acknowledgement** may be included. Should be restricted to agencies/institutions that provided funding or sponsorship and should be in the form "**Acknowledgement: Financial assistance by Research grant (number).**" **Names of individuals should not be given.**
- 6-6) This format will be the same as for publishing of Abstracts, **but without** the authors' names and addresses. **If the Abstract is accepted for publishing, the same electronic format will be directly used.**

7) ADDITIONAL INSTRUCTIONS FOR RE-SUBMITTING ACCEPTED ABSTRACTS

{One soft copy on Compact Disk (CD) and two hard copies will be required}

- 7-1) Change 6.1 to be: Maximum limit is one page including the items of the title page.
- 7-2) Change 6.2 to be: Author/s name/s should be included. Include present address/es if relevant.
- 7-3) Change 6.6 to be: Same electronic format as of the initially submitted abstract including instructions of 7-1 and 7-2.
- 7-4) Instructions of 6-3, 6-4 and 6-5 remain the same.
- 7-5) **The final Abstract must include a maximum of 5 key words, at the bottom of the page.**
- 7-6) Final copy should be submitted in two forms:
 - a) Two hard copies (see Appendices 1 and 2)
 - b) One soft copy on Compact Disk (CD) – Document in MS Office Word 2003.
- 7-7) Additional instructions for electronic version
 - 7-7-1) WINDOWS OS Version
 - 7-7-2) Document should be Virus & Bugs free, and saved on clean CD (use a new CD)
 - 7-7-3) CD and CD Cover labels should indicate:
 - a) Corresponding author's name and address
 - b) File name
 - c) Abstract number and Section of the SLAAS
 - d) Date
- 7-8) Please note that any errors of the electronic version will be corrected according to the hard copy.
- 7-9) You are advised to keep copies of both hard and electronic versions with you.



Appendix 1: An Example for Title Page

Initial effects of UV-B radiation on stem surfaces of *Stenocereus thurberi* (organ pipe cacti)
A B Cdef¹, G H Ijkl², M N Opqrst³, and U V Wxyz^{2*}

¹ University of XXXXXXXX xx XXXXXXXXXXXXXXXXXXXX , XXXXXXXXXXXXXXXXXXXX xx XXXXXXXX, XXXXXXXX, XXXXXX.

² Institute of XXXXXXXXXXXXXXXXXXXX xx, XXXXX xxxx XXXXXXXX, XXXXXXXXXXXXXXXXXXXX, XXXX.

³ Department of XXXXX XXXXX, XXXXXXXX, XXXXXXXXXXXX xx XXXXXXXX, XXXXXXXXXXXX, XXX.

Present Address/es:

² Laboratory of plant XXXXXXXXXXXX, XXXXX xx XXXXXXXXXXXX, XXXXXXX, XXXXXXXXXXXXXXXXXXXX XXXXXXX, XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXX, XXX.

END OF THE TITLE PAGE END OF THE TITLE PAGE END OF THE TITLE PAGE

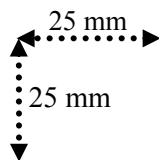
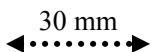
Appendix 2: Additional instructions for computer users

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

Additional guidelines on formatting a page by MSWord software

- 1) Orientation - Portrait
- 2) Gutter - 00
- 3) Layout - New page, Apply to whole document, **No** borders
- 4) Font type - Arial, Regular except for accepted terms, **No** other effects
- 5) Font size - 11 points
- 6) Paragraph - Justified, **No** indent, **No** extra spacing before or after, **No** special effects
- 7) Line spacing - Exactly 18 pt or 1.5 lines
- 8) Headings & Sub-headings - As instructed previously, especially **no** headings in the Abstract
- 9) Borders and shading - No
- 10) Tables - Yes, with minimum formatting (Maximum 2)
- 11) Insert - Picture - Yes, for Figure and Table (Maximum 2)
- 12) Insert -Text Box - Yes, for Figure or Table titles, if any. (Maximum 2)
- 13) Format - Text Box - Layout - Wrapping style = Square, Horizontal alignment = Left or Right
- 14) Format - Picture - Layout - Same as for 13
- 15) Flow-charts - Inside a Text Box and letter size of 10 –12 pt.
- 16) Insert WordArt or ClipArt - No

Use good quality papers and get a **clear** printer output.
According to the type of printer, you may have to adjust the margins.



PRESENTATION GUIDELINES

Oral Presentation:

If you wish to use Power Point program and multimedia facilities, please refer to HELP feature (The 4P's of Presenting) of the software and read the Instructions from Dale Carnegie Training.

Poster Presentation - Poster Specifications and Guidelines:

- Display board (approx. 1.1 m x 0.85 m) is provided for each poster. All posters must be self-explanatory.
- Display the reference number given by the SLAAS at the top left corner of the poster.
- Each poster should have a heading that includes the title, author(s) and their affiliation(s), as given in your accepted abstract.
- The poster should have the same components as a technical/ scientific paper:
* Abstract, * Introduction, * Methodology, * Results, * Discussion and * References.
- Each of these sections in your poster should be titled accordingly so viewers can easily find them.
- The text should be of a size that can be easily read from a distance of about 1 to 1.5 m. Author should be able to decide a suitable font size and required enlargement for graphics. If the presentation is not clear within the above distance, the poster would reflect author's negligence.
Please note that use of larger size fonts is very important.
- Results are best conveyed using enlarged figures, graphs, or photographs. Tables are usually not the best method for presenting data.
- A full explanatory title is required of what is being demonstrated under each illustration, figure, photo, or diagram.
- Large posters can be difficult to mount and keep mounted. If they have been rolled for transport, the edges tend to curl and not lay flat when mounted on the board.
- Poster could be prepared in separate sheets, but should be mounted without leaving a gap between adjacent sheets.
- Please do not use gum tapes that leave stains or adhesives on poster boards. Masking tapes are allowed.
- Failure to be present for the explanation of your poster at the time allocated for poster presentation will be considered as non-presentation of the Abstract for Annual Sessions.
- Posters should be on display until the final day of Annual Sessions.

End of Guidelines

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	F	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.

Contd....

✂

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 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 authors, and this work has not been published elsewhere in this form.
2)	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.
3)	I bear full responsibility for the presentation of this paper at the Annual Sessions.
4)	I am aware that if this paper is not presented at the Annual Session, 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.
5)	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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Telephone: 011 2688740 Fax: 011 2691681