

20th Academic Sessions and 19th Vice Chancellor's Awards 2023

University of Ruhuna

Instructions to Authors

General Instructions

- The objective of the Academic Sessions is to provide a forum for academics, academic support, administrative and non-academic staff, and postgraduate and undergraduate students at the University of Ruhuna to present their research findings.
- Extended abstracts are invited, consisting of original research findings or comprehensive reviews. (Please see the guidelines for preparation and submission of papers given below).
- Submission of papers is limited to permanent academic, administrative, academic-support, and non-academic staff members at the University of Ruhuna.
- Postgraduate and undergraduate students, graduates, and temporary staff members, and authors from outside institutions can be co-authors only when a permanent academic staff member of the University of Ruhuna is the corresponding author.
- To publish in the proceedings of the 20th Academic Sessions, authors should submit the abstract with the extended abstract in the prescribed format available on the website.
- All the papers should be submitted online. The CMT link for online submission could be found on the homepage of 20th Academic Sessions and 19th Vice Chancellor's Awards 2023 website.
- The abstract and the extended abstract submitted should be original and should not have been published previously in the same or any other form or are currently being considered for presentations elsewhere.
- All the papers will be reviewed to determine their acceptability for presentation at the 20th Academic Sessions and those selected would be notified by e-mail.
- The accepted papers along with the reviewers' comments will be sent to the corresponding author for revision and resubmission (if necessary). The resubmission should be done to the CMT online platform within a period of one week.
- The **Abstract** of the accepted papers will be published in the proceedings of the 20th Academic Sessions. The abstracts will be edited (if necessary) to improve clarity and to conform to the publication guidelines.

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- Authors who have submitted the abstract and the extended abstract to the 20th Academic Sessions, if willing to publish the full paper, can submit the full paper either to Rohana Research Journal (<http://www.lib.ruh.ac.lk/rohana/>) or to The Journal of the University of Ruhuna (<https://jur.sljol.info/>)

Guidelines for Submission of Papers

- The Abstract and the Extended Abstract (in the prescribed format downloaded from the home page) to be submitted by the author should adhere to the following word limit.
 - Abstract: Maximum 300 words
- Extended Abstract
 - Introduction: Maximum 300 words
 - Materials and Methods: Maximum 300 words
 - Results and Discussion: Maximum 700 words
 - Conclusions: Maximum 200 words
 - Key References (APA/Harvard/IEEE): 05 - 10
 - Keep Tables and Figures on the last page
- For font type, font size, and other formatting guidelines, please refer to the prescribed format.
- Please rename your abstract/extended abstract with the title of the study.

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Instructions on presenting at the Sessions

- Presenting of papers at the sessions (oral) is strictly restricted to permanent staff members of the University of Ruhuna or postgraduate students registered at the University of Ruhuna.
- Undergraduates, and Graduates and Temporary Staff co-authors who are not registered for a postgraduate programme at the University of Ruhuna will be allowed to present at the poster session only.
- When the scheduled presenter is unavailable for presentation due to unavoidable circumstances, a co-author can present if he/she is a Permanent Staff Member or a Postgraduate Student at the University of Ruhuna.
- If the co-authors are not permanent staff members or postgraduate students, another Permanent Academic Staff member in the same discipline, although not a co-author, can present at the session on behalf of the scheduled presenter with the prior approval of the organizing committee.
- When a presenter is unavailable at the session for presenting, the corresponding author will be blacklisted from presenting in the University of Ruhuna Academic Sessions for a period of 3 (THREE) consecutive years and a notification about the blacklisting will be sent to his/her personnel file.

Instructions on preparing the Posters

- Please use the template provided on the homepage of 20th Academic Sessions 2023.
- The poster size should be A-0 size (90 cm x 120 cm). In order to fit the poster board, your poster should not exceed the recommended size.
- Your poster should include the abstract title and all authors at the top of the poster. The title lettering should not be less than a 48-point type.
- Your poster should be readable from a distance of 2m. The lettering in the body should not be less than a 20-point type.

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- You may use graphs, tables, and pictures as appropriately. Graphs, tables, and graphic illustrations should be simple and more heavily drawn. The figures used need to be “High resolution photographs”.
- Make your poster aesthetically pleasing. Your poster should highlight and summarize the main points. A light background with dark lettering (preferably block style) is the easiest to read.
- Your poster should be self-explanatory so that you are free to supplement the information and discuss particular points raised by viewers during your presentation session.
- Your poster should be mounted before the beginning of the first poster session and removed by the end of the symposium.
- Do not use glue, pins, or staples. The organizers will provide suitable fixing materials, and onsite assistance will be available to help you display your poster.