14th Academic Sessions - 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 technical staff, postgraduate students including temporary demonstrators and undergraduate students of the University of Ruhuna to present their research findings.

- Extended abstracts are invited, consisting 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, and non-academic staff members at 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 University of Ruhuna is **the corresponding author**.

- **To publish in the proceedings of the 14th Academic sessions, authors should submit the abstract and extended abstract in the prescribed formats.**

- All the papers should be submitted online. The link for online submission could be found on the homepage of "14th Academic Sessions".

- The extended abstracts submitted for presentations should be original and should not have been published previously in the same or any other form or being considered for presentations elsewhere.

- All the papers will be reviewed to determine their acceptability for presentation at the 14th 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 Faculty Representative within a period of one week.

- Abstracts of the accepted papers would be published in the proceedings of the 14th Academic Sessions. The abstracts will be edited (if necessary) to improve the clarity and to conform to the publication guidelines.

- Authors who have submitted the abstract and the extended abstract to 14th Academic Sessions, if willing to publish the full paper, should additionally submit the full paper either to Rohana Research Journal (http://www.lib.ruh.ac.lk/rohana/) or to Journal of the University of Ruhuna (http://www.lib.ruh.ac.lk/JUR/).

Presenting at the sessions

- Presenting of papers at the sessions (oral/poster) is strictly restricted to permanent staff members of the University of Ruhuna or postgraduate students registered at the University of Ruhuna.

- Undergraduates, graduates, and temporary staff co-authors, who are not registered for postgraduate program in the University of Ruhuna, **will not be allowed to present at any session under any circumstances**.

- When the scheduled presenter is unavailable for presenting due to an unavoidable circumstance, a co-author can present if he/she is a permanent staff member or a postgraduate student at 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 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.

Guideline for submission of papers

1. <u>Abstracts</u> (in the prescribed format – download from the home page)

To be submitted by: All the authors
- Title page: Title Author/s name/s and address/s (affiliations), Corresponding author email address
- Keywords: Maximum 5
- Maximum total word count: 300

2. <u>Extended Abstracts</u> (in the prescribed format – download from the home page)

To be submitted by: All the authors
- Abstract: Maximum 300 words
- Introduction: Maximum of 200 words
- Materials and Methods: Maximum of 200 words
- Results, Discussion & conclusion: Maximum 500 words (Only one table or a figure could be included in this section)
- Key references: Maximum 5