



Guidelines for Preparing Abstracts and Extended Abstracts

General Guidelines

- Authors can submit their work for either Oral presentation or Poster presentation. Oral presentations will be held in parallel sessions corresponding to the themes of the Congress. Poster presentations will be held at a common venue.
- Authors should upload blind abstracts and extended abstracts (leaving out the names of authors and their affiliations, for the purpose of reviewing) for initial submission to the **CMT system**, and details of ALL AUTHORS must be added to the Authors section of the CMT submission page.
- Abstracts and Extended abstracts submitted with author details will not be considered for reviewing and authors will be requested to resubmit according to above given instructions.
- Authors should ensure to leave sufficient space in the Abstract to add names of authors and their affiliations, within the one page limit.
- Authors should add names of authors and their affiliations to the abstract only after the abstract has been revised and is ready for final submission.
- Research work presented or published elsewhere will not be considered.
- If plagiarism is detected, Abstracts will be rejected without further consideration.
- Before submitting the work, the Editorial Board advises all authors to optimize their abstracts and extended abstracts using a free online plagiarism checker. (E.g. <http://www.plagscan.com/seesources/analyse.php>)
- Authors should submit abstracts under one of five Themes. Editorial Board reserves the right to change the Theme of the abstract selected by the authors to a more relevant theme, if necessary.
- Authors should send the Author Declaration Form signed by all the authors, to be received by the PGIS on or before 31st March, 2017. Reviewing process will not commence until all the relevant documents and information are completed.

Please follow the specified guidelines given below for preparing Abstracts and Extended abstracts.

Guidelines for Abstracts

Please note that only the one-paged abstract is published in the Proceedings of the Postgraduate Institute of Science Research Congress 2017.

When preparing abstracts the following page-set up should be used.

- Paper size A4
- Margins Left margin 3.0 cm & all other (top, bottom and right) margins 2.5 cm
- Font Times New Roman
- Font size 12 (except for affiliations of authors)
- Line spacing Single
- Number of pages One

All abstracts must be prepared in English, using MS Word 2007 or 2010.

The abstract should contain the following (Please use the template provided for the Abstract):

TITLE - Should be short, specific and reflect the study carried out. It should be in bold, uppercase letters and center aligned. If scientific names of organisms are included, they should be written in uppercase italics. If common or vernacular names follow the scientific name, they should be included in parentheses. There should be two line spaces between the Abstract number and the title. There should be a single line space between the title and name/s of authors.

NAME/S OF AUTHOR/S – All the initials of the author must be given before the surname. Author names should be in bold, lowercase letters and center aligned. Each initial should be followed by a full-stop without a space. Between the last initial and the surname there should be a single space. Presenter's name should be underlined and the Corresponding author's name (Primary contact) should be indicated by an asterisk at the end of the name. There should be a single line space between the name/s of authors and affiliation/s.

AFFILIATION/S OF AUTHOR/S - Should be in *italics*, font size 11, lowercase letters (with uppercase letters where necessary) and center aligned. Use superscripted numbering of authors if authors have different affiliations. Each affiliation should be on a separate line. Affiliations should be numbered with the same superscript number used for the respective authors. Superscripted numbers should be placed at the beginning of each affiliation /address and at the end of each author's name. There should be a single line space between affiliations and the text of the abstract.

ABSTRACT - Should have an **introduction** to the study with the **objectives, methodology, results**, followed by a short **discussion** and a **conclusion(s)**. It should be written as a single paragraph and justified. It should not have any sub-headings, figures or tables. References should not be included in the abstract nor listed at the end.

ACKNOWLEDGEMENT- Only funding organization/s should be acknowledged with the grant number/s indicated in parenthesis. Acknowledgement should be written as a single sentence in *italics*. There should be a single line space between the text of the abstract and the acknowledgement.

KEYWORDS - Up to a maximum of 5 keywords, separated by commas and followed by a single space, should be placed at the end of the abstract, after the acknowledgement. Each keyword should begin with an uppercase letter. There should be a single line space between the acknowledgement and keywords.

Spelling - British spelling must be used throughout the text.

Abbreviations & Acronyms - Should be stated in full, the first time they are used in the text, other than for standard abbreviations. Do not use abbreviations & acronyms in the title unless they are unavoidable.

Non-English and Technical Terms - Should be in *italics*.

Units: International System of Units (SI) should be used. There should be a single space between the figure/digits and the unit (*Example 25 cm*).

Guidelines for Extended abstract

Please note that the Extended abstract will not be published in the Proceedings. The Extended abstract is used only for the reviewing process.

When preparing the Extended abstract the following page-set up should be used.

- Paper size A4
- Margins 2.5 cm margins, top/bottom/left/right margins
- Font Times New Roman
- Font size 12
- Line spacing Single
- Number of pages 2-3
- Page numbering Bottom right

Title/ Names of author/s and Affiliation/s of author/s should be given as they appear in the abstract.

The text should be organized under the following subheadings:

1. Title – (followed by names of authors and their affiliations)
2. Introduction – (with objectives)
3. Materials and Methods
4. Results
5. Discussion
6. Conclusion/s – (with outcomes)

Figures and Tables, if any, should be very clear and should be included within the given page limit.

Supplementary Guidelines for Preparations of Abstracts and Extended abstracts

Units: Use the System of International (SI) units (E.g. kg, m, K). Keep a single space between two types of units (E.g. $\text{J mol}^{-1} \text{K}^{-1}$). Use a negative exponent (E.g. kg m^{-3}) and do **not** indicate units as divisions (E.g. kg/m^3).

Note: 1. Although the SI unit of concentration is mol m^{-3} , mol dm^{-3} (or M) unit is acceptable. Use the unit selected consistently.

2. Although the SI unit of volume is m^3 , small volumes of solutions can be expressed in ml.

Nomenclature: Follow IUPAC nomenclature in naming chemical substances.

Mathematical operations and mathematical equations: Keep a single space before and after arithmetic operation symbols. Also keep a single space before and after '=' sign

E.g. $3 + 5 = 8$ $3 - 5 = -2$
 $3 \times 5 = 15$ (Use the multiplication symbol, and do not use the letter x or * for multiplication.)
 $3 \div 5 = 0.6$

Scientific notation: Express very small and very large numbers in scientific notation. Do not keep any space before and after '×' sign.

E.g. 0.000507 to be written as 5.07×10^{-4}
340000 to be written as 3.4×10^5

Quantitative expression of scientific results: Keep a single space between the magnitude and the unit of a particular quantity. In expressing percentages, do not keep any space between the number and the % sign.

E.g. $5.00 \times 10^5 \text{ N m}^{-2}$ 56.7%

Trace level concentrations: Use mg l^{-1} (liquids) and mg kg^{-1} (solids) instead of 'ppm'; $\mu\text{g l}^{-1}$ (liquids) and $\mu\text{g kg}^{-1}$ (solids) instead of 'ppb'.

Expression of temperature: Use degree symbol for temperature in centigrade. E.g. 25°C (Do not use 25°C)

Significant figures: In reporting experimental measurements, do not keep digits that are not significant (*i.e.*, do not keep digits beyond the precision of the scale of the instrument).

E.g. 4.6567 to be reported as 4.66 if the scale used is precise up to the second decimal place.

Inequalities: Keep a single space before and after inequalities.

E.g. $x < 5$ $y > 7$ $P \leq 5$ (Do **not** underline inequality sign \leq)

Parenthesis: Keep a single space before and after parenthesis. However, do not keep space between the first and the last letter/symbol inside the parenthesis.

E.g. The magnitude of x is less than five ($x < 5$).

Trigonometric functions: Keep a single space after trigonometric function symbols.

E.g. $\sin x$ $\tan y$ $\tan^{-1}(x + y)$

Important: The Abstract prepared according to guidelines should be placed on the template provided for submission. The Abstract and the Extended abstract should be submitted through the CMT system.