

Industrial Technology Institute (ITI) 7th Biennial Research Symposium/ 2nd International Research Symposium 2025

Guidelines for preparing Abstracts (= Synopses) and Extended Abstracts

Abstracts and extended abstracts must be prepared according to the guidelines given here.

INSTRUCTIONS TO AUTHORS

1) **Corresponding Author:** The author who is **responsible for the paper** and who communicates with the Research Symposium committee on all matters regarding the paper and the presentation.

2) The format given for the Abstract is the same for publishing if it is accepted.

3) Contents

The required documents to be submitted consist of the following:

* **Extended Abstract**

* **Abstract**

4) Basic format for typing of all the documents:

- 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.

5) Common Instructions for both “EXTENDED ABSTRACT” & “ABSTRACT”

(i) The **Title** of the paper should be brief and the study reported should be explained. **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 priority. If names of organisms are involved, indicate other general / vernacular names within the parentheses.

(ii) **Name(s) of author(s):** The last name with initials / given name is required as below:

Perera, P.T., Silva, K.L. and Alwis, M.N.T

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.

(iii) **Address(es) of author(s) outside ITI:** The address of the institute should be included using superscripts ^{1,2,3} etc. at the end of each name.

(iv) **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 a significant part of the work that has been used in the research to be presented.

(v) **Author for all correspondence:** This author is indicated by placing a * sign (*asterisk sign*) at the end of the name.

(vi) Title should be at the beginning of both Abstract and Extended abstract.

- (vii) Give page numbering **only for** the Extended Abstract.
- (viii) Acronyms should be written in full in the first time they appear in the text, followed by the abbreviation in parentheses.
- (ix) **Always follow SI Units.**

Always leave one letter space:

- a) Between the numerical value and the symbol - e.g. **21 dm³**
- 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**

- (x) 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 **Fig.** and a relevant description or caption **below the item**.

Any table should have a title (Caption) above. Tables should be numbered using **Indo-arabic** numerals.

6) Additional instructions for **ABSTRACT**

- (i) Follow the instructions given below in addition to relevant guidelines already given.
 - A structured abstract with the following headings: Background, Methodology, Results and Conclusion/s
 - Maximum limit is one (1) page.
- (ii) There shall be **no citations or references**.
- (iii) 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 a Conclusion. **Figures** and **Tables** could be included as instructed in 5 (x), **but only if essential**.
- (iv) **Acknowledgements** may be included, but 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.**

7) Additional instructions for **EXTENDED ABSTRACT/SYNOPSIS**

- (i) Follow the instructions given below in addition to the relevant guidelines already given.
- (ii) Extended Abstract should contain the following sections:

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

- (iii) 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.

- (iv) 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.

- (v) **References:** Include only a few essential references. The 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.