INTERNATIONAL RESEARCH CONFERENCE OF THE OPEN UNIVERSITY OF SRI LANKA 2024 (IRC-OUSL 2024)

General Guidelines

Guidelines for Preparing Abstracts and Extended Abstracts

Authors can submit their work for oral presentation under **one** of the **twelve** themes. Oral presentations will be held in parallel sessions corresponding to the themes of the Sessions.

Abstracts will be published in the proceedings of the IRC-OUSL Web site and the extended abstracts will also be available for online. Authors should submit blind abstracts and extended abstracts (NOT including authors' names) through the Conference Management Toolkit (CMT) Package of the online submission system, and details of ALL AUTHORS must be added to the Authors section of the [Conference Management Toolkit (CMT) submission page.](#)

Authors should ensure to use the template of extended abstract, which can be [downloaded](#) in the IRC-OUSL official webpage, leaving sufficient space to add names of authors and their affiliations.

Research work presented or published elsewhere will not be considered.

If plagiarism is detected, abstracts will be rejected without further consideration. The Editorial Board advises all authors to optimize their abstracts and extended abstracts before submitting the work using a free online plagiarism checker.
(e.g. http://www.plagscan.com/seesources/analyse.php)

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 the author/all authors, to be received by the Research Unit of OUSL at the time of submission of abstracts. Reviewing process will not commence until all the relevant documents and information are completed.

Please note that paper submission guidelines should strictly be followed by the authors.
Please follow the specified guidelines given below for preparing abstracts.

Guidelines for Abstract

****Strictly adhere to the guidelines below**

- Abstract should summarize the **background** to research, **methods**, **results and conclusion/s** of the study with the **keywords**. If accepted, abstracts will be published in the conference proceedings.

- All abstracts must be prepared in English, using MS Word 2007 or 2010. Must use save as type as the **Word 97-2003 document. (.doc)** .Word limit -350

- Please follow these specific guidelines; One **B5** size page with **left margin of 3.0 cm** and **all other (top, bottom and right) margins should be 2.5 cm**.
  - Font: T**imes New Roman**
  - Size**: 11 (single line spacing).**

Guidelines for Extended abstracts

Please note that inclusion of an extended abstract is mandatory for reviewing. Formatting of the extended abstract should be similar to that of the abstracts, giving priority to the results and discussion, within 3-4 pages. Research findings must be clearly stated using appropriate statistical procedures. When preparing extended abstracts, the following page-set up should be used.

Paper size: A4

Margins Left margin: 1.5" (3.0 cm) & all other (top, bottom and right) margins 1" (2.5 cm)

Font: Times New Roman

Font size: 11 (except for affiliations of authors) Line

Spacing -Single

Please use the template provided for the Extended Abstract

1. **Title** (the following should be centered in one column)

   Title - Should be brief, 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 italics. If common or vernacular names follow the scientific name, they should be included in parentheses.

2. **Text of the extended abstract** - should be written under the following main headings. (Appropriate subheadings can also be used under these main headings)

   - Introduction (including objectives and / or hypotheses / research questions)
   - Methodology/Materials and Methods
   - Results and Discussion
   - Conclusions/Recommendation
   - Acknowledgements
   - References
   - Scholars who are unable to adhere to above structure due to their respective disciplines are welcome to submit their papers using accepted conventions in their disciplines.

3. **Additional data**

   Tables, Figures etc. should be clearly presented with captions and numbers and be included within 4 pages.
   Photographs, if any, should be used only if they are essential to explain the results.
   References (include all references cited in the text). Include cite important references.

4. **Acknowledgments**

   Funding organization/s should be acknowledged with the grant number/s indicated in parenthesis. Acknowledgement should be written as a single sentence in italics.

5. **Abbreviations & Acronyms**

   Terms should be stated in full for the first time they are used in the text except for the standard abbreviations. Do not use abbreviations & acronyms in the title unless they are unavoidable. Non-English and Technical Terms should be in italics.

Guideline for Withdrawal:

In case authors want to withdraw their Abstract/Extended Abstract, please adhere to the following guidelines:

1. The authors are only allowed to withdraw the submitted Abstract/Extended Abstract **before receiving the notification** of acceptance for publishing in IRC-OUSL 2024 proceedings;

   ● Upon such request, the extended abstract will be removed from the IRC-OUSL 2024.

   ● The request for withdrawal should be notified as quickly as possible at ircousl2024@ou.ac.lk indicating the title and reference number of the Abstract /Extended abstract to be withdrawn.

2. The authors are not allowed to withdraw Abstracts/Extended Abstracts of accepted presentations **after receiving the notification** of accepting to be published in IRC-OUSL 2024 proceedings;

   ● Once the acceptance is notified to author, no withdrawal of Abstract/Extended Abstract will be permitted.