

## Abstract Template & Submission Guidelines

Please note that all abstracts must be submitted on a specific template. The template allows the abstract review committee to 'hide' authors' names and institution names to ensure blind refereeing. You shall remove all the highlighted texts (Yellow).

The template has the following fields that authors must use:

**Please enter the Abstract Title within this field in the following format – Example abstract for the BCAS Annual Research Symposium.**

Please enter the Abstract Authors' Names within this field in the following format – K.Stokes1, M.P.McGuigan1, & C.L.Hitchings2

*Please enter the Authors' Institution Names with this field in the following format – 1British College of Applied Studies, Colombo, Sri Lanka*

Please enter the Abstract Body Here.

Initial Reference List.

### 1. Abstract Layout and Format

- 1.1. Abstracts must conform to the following layout and format requirements. Abstracts departing substantially from these requirements will be rejected.
- 1.2. Abstracts must be word-processed. The font should be Arial size 12. Statistical abbreviations should, normally, be italicised (e.g. *t*,  $P < 0.05$ ), with vectors (e.g. *v*) in bold typeface. Otherwise, except for referencing, the typeface should not be emboldened.
- 1.3. Abstracts **body** should be no more than 250 words. Word counts are calculated using the word count tool in Word. All information on the document (except references) will be considered in calculating the wordage.
- 1.4. Abstracts must be single-spaced throughout with one double-spaced after each paragraph of the abstract.
- 1.5. Pages must have margins of 2 cm top, bottom, left and right with no headers, footers or page numbers. The text should be left justified (i.e. flush with left hand margins), except for tables.
- 1.6. The abstract body text must not include any information that would identify the authors or their institutional affiliations.
- 1.7. The abstract must not contain a discursive introduction or meaningless statements such as 'the results will be discussed'.
- 1.8. Abbreviations, unless standard and universal, should be avoided as they hinder readability. Abbreviations for units must conform in all respects to the SI.
- 1.9. References must be kept to an absolute minimum and must be used only if essential; this is particularly important with blind refereeing. When used, any references must be incorporated into the text of the abstract. The required style of referencing for abstracts is shown in section 8.

### 2. Referencing

Harvard Referencing is advisable for the references.

## **Abstract Submission FAQs**

### **Q. What happens after I have submitted my abstract?**

You will receive within 24 hours Confirmation e-mails:

Subject: Abstract Details Confirmation

This confirms the information that you have submitted.

**IMPORTANT:** Please keep this e-mail as a record of your submission.

### **Q. Who do I contact about abstract submission?**

Asst. Lecturer BCAS, Ms. Jasmin Sebastianpillai ([symposium@bcas.lk](mailto:symposium@bcas.lk)/ 0765204505).

### **Q. What if I don't receive the confirmation e-mails within 24 hours?**

Contact Ms. Jasmin Sebastianpillai ([symposium@bcas.lk](mailto:symposium@bcas.lk) / 0765204505).

### **Q. What if I want to withdraw my abstract submission?**

E-mail your 'Abstract Details Confirmation' to Ms. Jasmin Sebastianpillai ([symposium@bcas.lk](mailto:symposium@bcas.lk) /0765204505.) requesting that the abstract submission is withdrawn. The deadline for withdrawal is 01 November 2016.