The 11ᵗʰ Consecutive Annual Undergraduate Research Symposium
UNI-IN ALLIANCE – 2025

"Future Forward: Empowering Sri Lanka Through Innovation, Science and Sustainability"

<u>Guidelines for Preparation of Abstracts and Extended Abstracts</u>

We are delighted to invite you to submit an abstract for an oral or poster presentation based on original research for consideration at the 11th Annual Undergraduate Research Symposium – UNI-IN ALLIANCE 2025.

- Submissions must be made via the Microsoft Conference Management Tool
- Instructions for creating a CMT account are available in the guide posted on the official symposium website.
- **Submissions via email or after the deadline will not be accepted.**

All authors are required to,
- Use the official conference abstract and extended abstract templates provided.
- Adhere strictly to the formatting guidelines; submissions that do not comply will not be considered for review.
- Remove all identifying information from the manuscript to maintain anonymity during the blind review process.
- Submit author names and affiliations separately through the CMT submission portal. Include a completed **Author Declaration Form** with their submission.
- Only original, unpublished research will be accepted. Work that has been presented or published elsewhere will not be considered.

Please note: Only the abstract, not the extended abstract, will be published in the Conference Proceedings upon acceptance for UNI-IN ALLIANCE – 2025.

Required Documents:

1. Title Page
2. Abstract without Title Page
3. Extended Abstract
4. Author Declaration Form

TITLE PAGE GUIDELINES

TITLE

(Capitalized/bold/centered/12 font size/Times New Roman)

Single-line space

Author names: Surname + Initials

Ex 1: Perera A. B.[1] and C. D. Fernando[2,*]

Ex 2: Perera A. B.[1] and C. D. Fernando[2] and W. Perera[2, *]

(Font size – 10/centered)

Single-line space

[1]*Affiliations*

[2]*Affiliations*

(Italic/font size-10)

Single-line space

E-mail of the Corresponding Author: Internal Supervisor (Font size – 10/centered)

- Affiliations: Put numbers accordingly
- Presenting Author: Underlined
- Corresponding Author: put* after the affiliation number.
- For internal students (from the University of Sri Jayewardenepura), please include your index number, department name, and university name at the bottom of the cover page.
- For students from other universities, only the department name and university name should be included at the bottom of the cover page.
- **This information must not appear on any other page of the abstract.**
- **All authors are strictly required to use the official cover page template provided.**
- Ensure your details are inserted accurately and completely into the given template.

ABSTRACT GUIDELINES

- All papers must include an abstract, which is a brief summary of the study, not **exceeding 400 words,** including the title. It should concisely describe the principal findings of the work.
- It should be organised under the sections: problem addressed objective, concise methodology and approach, results, and conclusions but the section headings should not be included. References should not be included in the abstract.
- **Do not mention your name, index number(for the internal students) or your supervisor's details.**

Format

- **Font:** Times New Roman, 12 pt
- **Line Spacing:** 1.15
- **Paper Size:** A4
- **Margins:** 2.5 cm wide from the right, left, top and bottom.

Title

- **Font:** Times New Roman, Bold, 12 pt
- **Alignment:** Centered
- **Capitalisation:** All the words should be capitalized, aside from the scientific names. Latin binomial names of organisms must be italicised. If a common or vernacular name is used, include the scientific name in parentheses.

Keywords

- **Font:** Times New Roman, 10 pt
- **Alignment:** Justify Text
- Provide up to **five (5) keywords**, arranged **in order of importance**, each beginning with a capital letter.

EXTENDED ABSTRACT GUIDELINES

Please note: The extended abstract is used **only for review purposes** and will **not be published** in the Conference Proceedings.

Note:

- **Author names and affiliations should not be mentioned**
- **Do not mention your name/index number**
- **Please follow the exact format as mentioned below**

PAGE FORMAT

- Page format should be A4 page size with margins 2.5 cm wide from the right, left, top and bottom.
- The Font size is **12** and the style is **Times New Roman** with single spacing.
- **Extended abstracts should not exceed 3 pages including the references** and pages should not be numbered.
- Extended abstracts should be written according to the structure below, including the following headings.

  - **Purpose/Aim & Background**
  - **Methodology**
  - **Findings/Results**
  - **Conclusions**
  - **Originality/Value**
  - **References.**

There is flexibility as to the naming of the sections. Subheadings can be used when necessary. Extended abstracts can contain figures, tables and/or images.

Purpose/Aim & Background

This section should,

1. Present the scope and objective of the paper and state the problem,
2. Briefly review the relevant literature,
3. Provide a summary of the main results of the work.

Methodology

The methodology must be clearly stated and described in sufficient detail or with sufficient references.

Results and Discussions

- The findings (or results) of the work should be explicitly described and illustrated.
- Supporting figures, tables and images of the results **(no more than one figure and one table)** may be included in the extended abstract. If the study hasn't resulted in significant results, then the author(s) should provide a brief overview of expected results along the lines of the hypothesis setting.

Conclusions

- Conclusions should include,

  (1) The principles and generalisations inferred from the results,
  (2) Any exceptions to, or problems with these principles and generalisations,
  (3) Conclusions drawn and recommendations.

References

- References should be listed in an acceptable format. Eg: ACS Style.

ADDITIONAL GUIDELINES

- Use only standard abbreviations, defined on first use.

Tables and Figures

- **Tables:** Title above the table
- **Figures:** Caption below the figure
- Include all tables and figures **within the text** immediately following their first mention.

  ### Example:

  Figure 3. *The motion of a parcel of air as it flows across a mountain.* **Mathematical Symbols and Equations**

Units and Mathematical Content

- Use **SI (International System of Units)** throughout. Place a **single space** between the numeral and the unit (e.g., 5 cm, 20 °C).
- Use **Equation Mode** (Alt + =) in Microsoft Word to insert all mathematical content.

- **Total Number of Documents: 4**
- **Title Page**
- **Abstract page- without the Title (Single Side)**
- **Extended Abstract 3 pages (including references)**
- **Declaration Form**