



The 12th Consecutive Annual Undergraduate Research Symposium UNI-IN ALLIANCE – 2026

“Exploring Frontiers for a Closed-loop Future”

Guidelines for Preparation of Abstracts and Extended Abstracts

We are delighted to invite you to submit an abstract for an oral or poster presentation based on original research for consideration at the 12th Annual Undergraduate Research Symposium – UNI-IN ALLIANCE 2026.

- 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- Only original, unpublished research will be accepted.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 – 2026.

Required Documents:

1. Title Page
2. Abstract
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. Fernando² 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 Pages: 6 A4 pages**
- **Title Page**
- **Abstract page (Single Side)**
- **Extended Abstract 3 pages (including references)**
- **Declaration Form**