



Guidelines for Preparing Abstracts and Extended Abstracts

General Guidelines

1. Abstracts will be presented at the congress either as oral or poster presentations. The mode of presentation (oral or poster) will be decided upon by the Editorial Board. Oral presentations will be held in parallel sessions corresponding to the themes of the Congress. Poster presentations will be held at a common venue.
2. Authors should upload their blind abstract and the extended abstract (leaving out the names of authors and their affiliations for the purpose of reviewing) as the initial submission to the **CMT system**, and details of ALL AUTHORS must be added to the Authors section of the CMT submission page.
3. Abstracts and extended abstracts submitted with author details will not be considered for review, and authors will be requested to resubmit according to the instructions given above.
4. Authors should ensure to leave sufficient space in the Abstract to add the names of authors and their affiliations, within the one-page limit.
5. Authors should add the names of authors and their affiliations to the abstract only after the abstract has been revised and is ready for the final submission.
6. Research work presented or published elsewhere will not be considered.
7. If plagiarism is detected, abstracts will be rejected without further consideration.
8. Before submitting the work, the Editorial Board advises all authors to check their abstracts and extended abstracts using a free online plagiarism checker. (E.g. <http://www.plagscan.com/seesources/analyse.php>)
9. Authors should submit abstracts under one of the five Themes. However, the Editorial Board reserves the right to change the Theme of the abstract selected by the authors to a more relevant theme, if necessary.
10. Authors should send the Author Declaration Form signed by all the authors, to be received by the PGIS on or before **15th June 2023**. The final reviewing/editing process will not commence until all the relevant documents and information are completed.

Please follow the specified guidelines given below for preparing the abstract and the extended abstract.

Guidelines for Abstracts

Please note that only the one-page abstract is published in the Proceedings of the Postgraduate Institute of Science Research Congress 2023.

When preparing abstracts, the following page-set up should be used.

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|--|---|
| <input type="checkbox"/> Paper size | A4 |
| <input type="checkbox"/> Margins | Left margin 3.0 cm & all other (top, bottom and right) margins 2.5 cm |
| <input type="checkbox"/> Font | Times New Roman |
| <input type="checkbox"/> Font size | 12 (except for affiliations of authors) |
| <input type="checkbox"/> Line spacing | Single |
| <input type="checkbox"/> Number of pages | One (up to 300 words maximum) |

All abstracts must be prepared in English, using MS Word 2007 or later.

The abstract should contain the following (Please use the template provided for the Abstract):

TITLE - Should be short and 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 uppercase italics. If common or vernacular names follow the scientific name, they should be included in parentheses. There should be two-line spaces between the abstract number (which will be assigned by the Editorial committee) and the title. There should be a single line space between the title and name/s of the authors.

NAME/S OF AUTHOR/S – All the initials of the author/s must be given before the surname (last name). Author names should be in bold, lowercase letters (except for the initials and first letter of the last name) and center aligned. Each initial should be followed by a full-stop without a space. There should be a single space between the last initial and the surname (last name). Presenter’s name should be underlined and the Corresponding author’s name (Primary contact) should be indicated by an asterisk at the end of the name. There should be a single line space between the name/s of authors and affiliation/s.

AFFILIATION/S OF AUTHOR/S - Should be in *italics*, font size 11, lowercase letters (with uppercase letters where necessary) and center aligned. Use superscripted numbering of authors if authors have different affiliations. Each affiliation should be on a separate line. Affiliations should be numbered with the same superscript number used for the respective authors. Superscripted numbers should be placed at the beginning of each affiliation/address and at the end of each author’s name. There should be a single line space between affiliations and the text of the abstract.

ABSTRACT - Should have an **introduction** to the study, **objectives**, **methodology**, **results**, followed by a short **discussion** and a **conclusion(s)**. It should be written as a **single paragraph** and justified. It should not have any sub-headings, figures or tables. References should not be included in the abstract nor listed at the end.

ACKNOWLEDGEMENT- Only funding organization/s should be acknowledged with the grant number/s indicated in parenthesis. Acknowledgement should be written as a single sentence in *italics*. There should be a single line space between the text of the abstract and the acknowledgement.

KEYWORDS - Up to a maximum of 5 keywords, separated by commas and followed by a single space, should be placed at the end of the abstract, after the acknowledgement. Each keyword should begin with an uppercase letter. There should be a single line space between the acknowledgement and keywords.

Spelling - British spelling must be used throughout the text.

Abbreviations & Acronyms - Should be stated in full, the first time they are used in the text, other than for standard abbreviations. Do not use abbreviations & acronyms in the title unless they are unavoidable.

Non-English and Technical Terms - Should be in *italics*.

Guidelines for Extended abstract

Please note that the extended abstract will not be published in the Proceedings. The extended abstract is used only for the reviewing process.

When preparing the extended abstract, the following page-set up should be used.

- Paper size A4
- Margins 2.5 cm margins, top/bottom/left/right margins
- Font Times New Roman
- Font size 12
- Line spacing Single
- Number of pages 2-3
- Page numbering Bottom right

Title/ Names of author/s and Affiliation/s of author/s should be given as they appear in the abstract.

The text should be organized under the following subheadings:

1. Title – (followed by names of authors and their affiliations)
2. Introduction – (with objectives)
3. Materials and Methods
4. Results
5. Discussion
6. Conclusion/s – (with outcomes)

Figures and Tables, if any, should be very clear and should be included within the given page limit.

Supplementary Guidelines for Preparations of Abstracts and Extended Abstracts

Units: Use the System of International (SI) units (E.g., kg, m, K). Keep a single space between two types of units (E.g., J mol⁻¹ K⁻¹). Use a negative exponent (E.g., kg m⁻³) and do **not** indicate units as divisions (E.g., kg/m³).

Note: 1. Although the SI unit of concentration is mol m⁻³, mol dm⁻³ (or M) unit is acceptable. Use the unit selected consistently.

2. Although the SI unit of volume is m³, small volumes of solutions can be expressed in ml.

Nomenclature: Follow IUPAC nomenclature in naming chemical substances.

Mathematical operations and mathematical equations: Always use equation mode (Alt + '=') to input mathematical symbols. Keep a single space before and after arithmetic operation symbols. Also, keep a single space before and after '=' sign

E.g. $3 + 5 = 8$ $3 - 5 = -2$
 $3 \times 5 = 15$ (Use the multiplication symbol, and do not use the letter x or * for multiplication.) $3 \div 5 = 0.6$

Scientific notation: Express very small and very large numbers in scientific notation. Do not keep any space before and after 'x' sign.

E.g. 0.000507 to be written as 5.07×10^{-4}
340 to be written as 3.4×10^3 or 3.40×10^3

Quantitative expression of scientific results: Keep a single space between the magnitude and the unit of a particular quantity. In expressing percentages, do not keep any space between the number and the % sign.

E.g. 25.0 cm 5.00×10^5 N m⁻² 56.7%

Trace level concentrations: Use mg l⁻¹ (liquids) and mg kg⁻¹ (solids) instead of 'ppm'; $\mu\text{g l}^{-1}$ (liquids) and $\mu\text{g kg}^{-1}$ (solids) instead of 'ppb'.

Expression of temperature: Use the degree symbol for temperature in centigrade. E.g. 25 °C (Do not use 25 °C)

Significant figures: In reporting experimental measurements, do not keep digits that are not significant (*i.e.*, do not keep digits beyond the precision of the scale of the instrument).

E.g., 4.6567 to be reported as 4.66 if the scale used is precise up to the second decimal place.

Inequalities: Keep a single space before and after inequalities.

E.g. $x > 5$ $y < 7$ $P \leq 5$ (Do **not** underline inequality sign \leq)

Parenthesis: Keep a single space before and after the parenthesis. However, do not keep space between the first and the last letter/symbol inside the parenthesis.

E.g., The magnitude of x is less than five ($|x| < 5$).

Trigonometric functions: Keep a single space after trigonometric function symbols.

E.g. $\sin x$ $\tan y$ $\tan^{-1}(x + y)$

Important: The Abstract prepared according to guidelines should be placed on the template provided for submission. The Abstract and the Extended Abstract should be submitted through the CMT system.