



17th Academic Sessions and 16th Vice Chancellor's Awards Ceremony

4th March 2020, Faculty of Humanities and Social Sciences,
University of Ruhuna, Matara

17th Academic Sessions - University of Ruhuna Instructions to Authors

General Instructions

1. The objective of the Academic Sessions is to provide a forum for academics, academic support, administrative and technical staff, postgraduate students, and temporary academic staff including Lecturers and Demonstrators of the University of Ruhuna to present their research findings.
2. Extended abstracts of original research findings or comprehensive reviews should be submitted **in the prescribed format**. (Please see the guidelines for preparation and submission of papers given below).
3. Submission of papers is limited to permanent academic, administrative, and non-academic staff members of University of Ruhuna.
4. Postgraduate and undergraduate students, graduates, temporary academic staff members and persons from outside institutions can be co-authors only when a **permanent academic staff member** of University of Ruhuna is **the corresponding author**.
5. **To publish the abstract in the proceedings of the 17th Academic sessions, authors should submit the abstract and extended abstract according to the prescribed format.**
6. All the papers should be submitted via online submission system (http://www.lib.ruh.ac.lk/AcademicSessions2020/Academic_Sessions/index.php). Details for submission could be found on the homepage of the website of "17th Academic Sessions", <http://www.lib.ruh.ac.lk/AS2020/>

7. The extended abstracts submitted should contain original work, and should not have been published previously in the same or any other form or being considered for presentations elsewhere.
8. All the papers will be double-blind reviewed to determine their acceptability for presentation at the 17th Academic Sessions and the decision will be notified to the corresponding author by e- mail.
9. The accepted papers along with the reviewers' comments will be sent to the corresponding author for revision and resubmission (if necessary). The resubmission should be done to the Faculty Representative within a period of one week.
10. Abstracts of the accepted papers will be published in the proceedings of the 17th Academic Sessions. The abstracts will be edited (if necessary) by the editorial board of the 17th Academic Sessions to improve the clarity and to conform to the publication guidelines.
11. Authors who have submitted the abstract and the extended abstract to 17th Academic Sessions, if willing to publish the full paper, should additionally submit their full papers either to Rohana Research Journal <http://www.lib.ruh.ac.lk/rohana/>) or to Journal of the University of Ruhuna <http://www.lib.ruh.ac.lk/JUR/>).

Presenting at the sessions

1. Presenting of papers at the sessions (oral/poster) should be done by the staff members of the University of Ruhuna or postgraduate students registered at the University of Ruhuna.
2. When the scheduled presenter is unavailable for presenting due to an unavoidable circumstance, a co-author can present if he/she is a permanent staff member or a postgraduate student at University of Ruhuna.

In the case of temporary staff members who are allowed to **present the papers at any session will have to present them in the presence of their corresponding author who should be a member of the permanent staff of the University of Ruhuna. In this case** the corresponding author will have to sign a declaration agreeing to take the responsibility of making arrangements for the presentation.

3. If none of the eligible authors are not available to make the presentation at the session for presenting, the corresponding author will be blacklisted from presenting in the Academic

Sessions of University of Ruhuna for a period of **3 (Three)** consecutive years, and a notification about the blacklisting letter will be sent to his/her personnel file.

Guideline for submission of papers

1. Abstracts (The prescribed format is available in the home page)

- Title, Author/s name/s and address/es (affiliations) and email address of the corresponding author
- Total word count in the abstract: Maximum of 300 words
- Keywords: Maximum of 5

2. Extended Abstracts (The prescribed format is available in the home page)

- Title (*please do not include authors' names and affiliations*)
- Abstract: Maximum of 300 words
- Introduction: Maximum of 200 words
- Materials and Methods: Maximum of 200 words
- Results, Discussion & Conclusion: Maximum of 500 words (if necessary, one table/figure/plate could be annexed in a separate page)
- Key references: Maximum of 5
- No acknowledgement