**GUIDELINES FOR AUTHORS TO PREPARE THE FULL PAPER FOR RESEARCH SYMPOSIUM 2021 OF UNIVERSITY OF VOCATIONAL TECHNOLOGY, SRI LANKA**

Author[[1]](#footnote-1) One and Author Two

Department, University or Company, Country

Author Three

Department, University or Company, Country

And Other

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Sub theme:

Guidelines for Authors to Prepare the Full Paper for Research Symposium 2021 Proceedings

***ABSTRACT***

*The author guidelines explain how to prepare your full paper for the “Research Symposium 2019* *of University of Vocational Technology, Sri Lanka”. It includes guidance on layout, illustrations, text style and references presented exactly as your paper should appear, so that its appearance is clear and consistence with the other papers in the proceedings. It is highly advised to use the template or strictly follow the instructions to prepare your paper in Microsoft Word. The abstract portion is a narrative presentation without references. The abstract should give a brief and comprehensive summary of the purpose, methodology, findings and conclusions of the manuscript within* ***200 words.***

***Keywords:*** *Add up to 3-5 Keywords, in Capitalize Each Word and Alphabetical Sequence Separated**by Semicolon (;), Finishing with a Full-stop.*

1. **INTRODUCTION**

The guidelines for authors are designed to achieve uniformity in the papers appearing in the technical session proceedings. The typography, layout and style used should be exactly same when preparing your document. Please use the specific styles defined in the template and this document to format your paper. The official language of the technical session is English.

Your manuscript must provide the details of the work to readers. It should be divided into sections, each with a heading, so that a reader can follow the logical development of work.

The files of the paper must be submitted through uvtsymposium2021@gmail.com in MS Word only (no PDF files will be accepted).

1. **CONTENT AND STRUCTURE**

The following information should also be provided:

1. The first page of the manuscript should provide following to facilitate double blind review. Indications of authorship should appear only on this page.
	* Paper Title
	* Author name(s). (Do not include author name(s) elsewhere in the paper except in a biography or reference list)
	* Author(s) Affiliation(s)
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2. The second page of the manuscript should provide following.
	* Paper Title
	* An abstract of not more than 200 words that provides a brief, comprehensive summary of the content of the manuscript
	* Keywords: Select 3-5 words or phrases to be used for indexing
	* Beginning of the paper

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1. **CAMERA–READY MANUSCRIPT**

The length of your paper should not exceed eight (08) pages including tables, figures and references. Prepare your camera-ready paper in **A4** size (21 cm x 29.7 cm). Please do not change the paper size and pre-defined styles.

Please strictly follow the instructions provided in this document to format your paper and change the text inside to reflect your paper content.

***3.1.*** ***FONT TYPE, STYLES AND SIZES***

Please use the **Times New Roman** font only and the attributes as mentioned below in Table 1.

The font sizes and font styles are associated with the pre-defined Styles. Use the pre-defined styles properly and do not modify or update the Styles.

Table 1: Font Styles, Sizes and Types

|  |  |  |  |
| --- | --- | --- | --- |
| **Style Name** | **Font Size and Type** |  | **Use for** |
|  |  |  |  |  |  |  |
|  | **Title** |  | 16, Bold, Small Caps, Capitalize Each |  | **TITLE OF YOUR** |  |
|  |  |  | Word, Centre |  | **PAPER** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Author Names** |  | 12, Capitalize Each Word, Centre |
|  |  |  |
| **Author Affiliations** |  | 10, Capitalize Each Word, Centre |
|  |  |  |
| **Abstract Heading** |  | 13, Bold, Italic, Centre |
|  |  |  |
|  **Abstract** |  | 10, Italic, Justify, 1cm Tabs from both |
|  |  | sides |



Author Names Author Affiliations

***ABSTRACT HEADING***

*Abstract text*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Section** |  | 12, Bold, Small Caps, Capitalize Each |  | **SECTION HEADINGS (LEVEL** |
|  |  |  | Word, Left Align |  |
|  |  |  |  | **1)** |  |
|  |  |  |  |  |  |  |
|  | **Subsection** |  | 11, Bold, Italic, Small Caps, Capitalize |  | ***SUBSECTION HEADINGS (LEVEL*** |  |
|  |  |  | Each Word, Left Align |  |  |
|  |  |  |  |  | ***2, 3, ETC.)*** |  |
|  |  |  |  |  |  |  |
|  | **Caption** |  | 10, Capitalize Each Word, Centre |  | Table Captions and Figure Captions |
|  |  |  |  |  |  |
|  | **Text body** |  | 11, Justify |  | Main text |  |
|  |  |  |  |  |  |  |
|  | **Equation** |  | 11, Left Align, 1.5cm Tab from left |  | *Equations* |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Footnote** |  | 10, Justify |  | Footnotes |  |
|  | **Reference text** |  | 10, Justify |  | References |
|  |  |  |  |  |  |  |

***3.2.*** ***FORMAT***

Your manuscript must fit within the required margins. In formatting your page (A4 size - 21 cm x 29.7 cm), set your margins to **3.0 cm** for top, **2.0 cm** for bottom, **2.5 cm** for inside and **2.0 cm** for outside.

Do not change the headers and footers and page numbers. They will be inserted and modified later by the Editorial.

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***3.3.*** ***NUMBERING AND ATTRIBUTING***

Use Arabic numbers for section and sub-section headings.

***3.4.*** ***UNITS***

Use the International System of Units (SI) only.

***3.5.*** ***FIGURES AND TABLES***

Figure captions should be below the figures as shown in Figure 1 and the table captions above the tables as shown in Table 1.

Please note that the technical session proceedings printout will be realized with **greyscale** pictures. Check the readability of your colored figures after they have been printed in greyscale.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Content** |  | **Style** |
|  |  |  |  |  |  |  |
| Propositions |  | Semantic and |
| Organization |  | Syntactic |
| Coherence |  | elements |
|  |  |  |  |  |  |  |



|  |  |
| --- | --- |
|  | Reading |
|  | Ease |
| **Structure** | **Design** |
| Chapters | Typography |
| Headings | Format |
| Navigation | Illustrations |

Figure 1: Four Basic Elements of Reading Ease

***3.6.*** ***ABBREVIATIONS AND ACRONYMS***

Define abbreviations and acronyms the first time they are used in the text. Do not use abbreviations in the titles unless they are unavoidable.

***3.7.*** ***EQUATIONS***

Number equations consecutively with equation numbers in parentheses flush with the right margin. Italicize symbols for quantities and variables but not function names and units. Be sure that the symbols in your equation have been defined before the equation appears, or their definitions follow the equation immediately.

*f (x) = sin (a) + cos (b)* (Eq: 01)

where, a = variable one and b = variable two.

1. **FULL PAPER SUBMISSION**

Please adhere to the submission deadlines and send your full paper through the technical session secretariat (uvtsymposium2021@gmail.com**).**

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1. **GRAMMAR, STYLE AND PROOF READING**

Please use high-quality grammar and style. The responsibility for detecting errors lies with the author. Any manuscript that does not conform to the above instructions may be returned for the necessary revision before publication or may be rejected during the review process.

1. **REVIEW PROCESS**

All the papers are sent to two referees for the purpose of double-blind review process. Note that referees receive either the hardcopy or the softcopy of the paper without author(s) name (s), affiliation and email address, and the acknowledgments, if any.

Based on the referees’ comments, the scientific committee chairs will take one of the following decisions:

* Accept without changes
* Accept subject to minor changes
* Accept subject to major changes
* Reject

Note that the accepted papers cannot be presented or published elsewhere.

1. **SUMMARY**

This document provides authors with basic guidance on how to prepare the full papers. It is highly advised to use the Full Paper Guideline and strictly follow the instructions provided. A paper that does not meet the requirements will be returned to the author(s) for revision.

1. **REFERENCES**

A list of references is required at the end of the paper. References must be according to the Harvard Referencing System. Use the author-date style of citation. Citations in the text appear as name and date within parentheses (e.g., Schendel, 1999) and complete references are listed alphabetically at the end of the paper. When a cited work has three or more authors, use the form (Main Author *et al.,* year).

When reference is made to more than one work by the same author(s) published in the same year, identify each citation in the text in the following manner: (Schendel, 2005a, 2005b). Online citations should include the date of access. Please be sure to include complete references for databases, including the year, online addresses and access date.

Following are some examples of different types of references.

*For Books*

Mercer, P.A. and Smith, G., 1993. *Private View data in the UK*. 2nd ed. London: Longman.

*For Journals*

Evans, W.A., 1994. Approaches to Intelligent Information Retrieval. *Information Processing and Management*, 7(2), 147-168.

*Conference Papers*

Silver, K., 1991. Electronic Mail: The New Way to Communicate. In: Raitt, D.I., ed. *9thInternational Online*

*Information Meeting*, London 3-5 December 1990. Oxford: Learned Information, 323-330.

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*Thesis*

Agutter, A.J., 1995. *The Linguistic Significance of Current British Slang*. Thesis (PhD). Edinburgh University.

*Web Pages*

Holland, M., 1996. *Harvard System* [online]. Poole, Bournemouth University. Available from:

[http://www.bournemouth.ac.uk/lis/LIS\_Pub/harvard syst.html](http://www.bournemouth.ac.uk/lis/LIS_Pub/harvard%20syst.html) [Accessed 15 April 1996].

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1. First author is usually the student /researcher who has undertaken the research work. First author is often also referred as the presenting author. He /She is responsible for doing the research practically along with the co-authors who might assist him/ her in the research work or might be the colleagues from the same work group. He is also responsible for preparing the manuscript and analyzing the data.

Corresponding author is usually the senior author who provides the intellectual input and designs and approves the protocols to be followed in the study. He is responsible for the manuscript correction, proof reading, whole correspondence during the paper submission, handling the revisions and re-submission of revised manuscripts up to the acceptance of the manuscripts.

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