

## ABSTRACT SUBMISSION GUIDELINES

The abstract should be a summary of your presentation and is expected to meet the academic standards. You must submit an abstract for approval first, if you wish to participate in this conference as a paper presenter. Presentations could be done on original research papers, published articles, Dissertation/PhD thesis, Research proposals, Project reports, Ongoing research, Case Studies, Reports on current issues, Country reports etc.

You must submit your Abstract in MS Word format through the Application. Also, remember to include your Profile (a brief note about yourself) in the Application. Apart from that, you should send your biography along with your abstract.

### Useful Information for Preparing the Abstract

1. Abstracts should be submitted in MS Word format via Application.
2. The limit is one abstract submission per registered author/presenter.
3. Name or save your abstract indicating your name: e.g. Lisa Brown abstract.doc
4. The language of the abstract is English
5. Abstracts should be in line with the conference theme.
6. **Abbreviations** should be defined at the first time they appear in your text before being used as an abbreviation. E.g.: Food & Agricultural Organization (FAO). Do not define or use abbreviations in the title.
7. **References** - If they are necessary, incorporate in-text citation in APA style (American Psychological Association, 2024) and list the references as Footnotes. Your Abstract and references must fit into an A4 size page.
8. **Artificial Intelligence Tools** - If you use any **AI tool** in the preparation, writing, analysis, or presentation of your paper, it is mandatory to clearly state this within your abstract. Please include an explicit statement detailing which **AI tools** were used and for what purpose within the appropriate section.
9. Avoid complex mathematical formulas, etc. in your abstract.
10. Do not include tables, charts, or other graphics in your abstract.

### After Submission of Your Abstract

- 1) Notification of acceptance of the abstracts will be sent to you via e-mail
- 2) The conference committee reserves the right to decide on the acceptance/rejection of abstracts.
- 3) By submitting an abstract, you grant permission to the organizers to publish the abstract in print or in electronic formats.
- 4) The invitation to submit an abstract or the acceptance of an abstract does not constitute an offer to pay travel, accommodation, registration fee or any other costs.

5) Payment of registration fees is necessary to participate or to present your research at the Conference or to publish your abstract in the conference book

**Forward your abstract along with the Application.**

**Please Prepare Your Abstract in the Following Format:**

**1. The Abstract: -**

- **Title of Abstract** – Bold, Times New Roman font size 12

- **Names of Author(s):** First author's First Name, First Author Last Name<sup>1</sup>; Second author's First name, Second author's Last Name<sup>2</sup>; and so, on

E.g., Dr. John Smith<sup>1</sup>, John Smith<sup>1</sup>, PhD,

- **Name of the university or place of work:** *Italicized and centered.*

*<sup>1</sup>First Author Institute, Department, Organization/ Institute, Country*

*<sup>2</sup> Second author Department, University/ Institute, Country*

- **Text: Font & size:** Times New Roman font, size 11, Single paragraph  
**Line Space:** 1.5 space

- **Word count:** Not more than 325 words excluding Title, names, and keywords.

**Keywords:** Three to four (3-4 words)

- **Corresponding Author** – List the name and email address of the contact author.

- **Contact details of the Author(s):** Please list active email addresses receive the conference communications. The alternative email must be a different email.

(1) Your email – e.g., activemail@gmail.com

(2) Alternative/ additional email – e.g., Alternative@email.com

- **Theme/Session:** your presentation preferences (The committee will try their best to match your preference; however, does not guaranteed.)

- **Presentation preference:** PowerPoint / Poster/ Virtual

**Abstract Submission Template/ Format:**

**Write the Title/ Topic of Your Paper here – The title must be brief, informative, and meaningful. (Heading 1-Times New Roman 12 points, Bold and Centered.)**

Authors' Names: First Author's Name<sup>1</sup>; Second Author's Name<sup>2</sup>; Third Author Name (Times New Roman (TNR)12 points and Centered (Style1)).

*<sup>1</sup>First Author's position, place of work /employment/ affiliation: Associate Professor, Department, Faculty, University/Institute, City, Country (In English - TNR 11 points centered, single line spaced (Style 2))*

*<sup>2</sup>Second Author's position, place of work /employment/ affiliation: Lecturer, Faculty, University/ Institute, City, Country (In English - TNR 11 points centered, single line spaced (Style 2))*

*<sup>3</sup>Third Author's position, place of work /employment/ affiliation: Student, Faculty, University/ Institute, City, Country (In English - TNR 11 points centered, single line spaced (Style 2))*

**Abstract**

*Place the abstract of your paper here. The abstract should be a summary of your research. Format your abstract using Font & size: Times New Roman font, size 11, Italicized, Indent first line only 1cm, spacing 1.15 Justified (Style 3).*

*Since your Abstract will be published in Canada, use Canadian English standards (that is neighbour not neighbor, colour not color, centre not center, labour not labor). Authors are kindly invite to submit their Abstract in the MS Word format (doc. or docx.). Please follow this template to prepare your Abstract. This template provides formatting specifications. Maximum word count is 400 (not more than 400) excluding the title and keywords. Before sending your Abstract, check whether there are any grammar and spelling mistakes. The Abstracts will undergo an initial review process to check whether they are in line with the conference theme and meet the conference standards before accepting them for presentation.*

*Provide a summary of your research in the Abstract which may include a brief introduction, objective or the research question, methods you use, results or the outcome of your research and then conclusion. The Abstract must reflect the research. Avoid using references in the Abstract; however, if they are necessary, incorporate in-text citation in APA style<sup>1</sup> (American Psychological Association, 2024) and list the references as Footnotes.*

*Please do not use Abbreviations in the title of your paper unless they are recognizable without definition.*

**Keywords:** *three to five key words or phrases separated by commas in TNR font size 11, Italicized, Aligned left (Style4).*

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<sup>1</sup> APA Style References: <https://apastyle.apa.org/style-grammar-guidelines/references>

**Corresponding Author** – List the name and email address of the Corresponding author.

**Contact details of the other Author(s):** Please list active/working email addresses to receive conference communications. The alternative email must be a different email. Sometime, university emails reject the emails sent by outside their domain. Therefore, it is advisable to list an email other than your work email. The conference communication will send via email only.

(1) email – e.g., activemail@gmail.com

(2) Alternative/ additional email – e.g., Alternative@email.com

**Theme/Session:** your presentation preferences (The committee will try their best to match your preference; however, does not guaranteed.)

**Presentation preference:** PowerPoint / Poster/ Virtual

## **2. The Biography: -**

Please submit authors' profiles in the following format:

Title (Professor, Dr., Mr. Ms.) your name.

Present Position/Department/Organization/City/Country:

(E.g.- Associate Professor, Department of Foreign Languages, Faculty of Arts and Culture, Institute of Human Develop and Training, Colombo, Sri Lanka),

### **Biography (200 -300 words):**

Write a brief note about yourself including your education background, research interests, affiliations, recent publications and presentations, countries visited and your accomplishments etc.