

8th Joint SDC - SLAIHEE Conference 2012

“Fostering positive attitudes to meet challenges in Higher Education”

Friday 25th May 2012

University of Colombo

Abstract & Extended Abstract Submission Guidelines

Call for Abstracts for Oral Presentations

The official language of the Conference is English

Deadline for receipt of Abstracts together with extended abstracts: **1pm on Monday, 20th February 2012**

Abstracts should be submitted with an extended abstract, in the given templates.

Instructions

1. Abstracts must be in English and adhere strictly to the instructions regarding style and format. Abstracts that do not conform to the specified instructions will be rejected without peer-review, without notification of rejection to such author/s.
2. The abstract (and the extended abstract) should be structured as follows:
Title – reflecting the study
Introduction - to state the purpose of the research and research problem
Methods – on how the problem was studied
Results - the principal findings
Discussion and conclusion - what the findings mean.
It is important to be **descriptive** but **concise** i.e. say only what is essential.
3. Abstracts (and extended abstracts) must be submitted electronically as e-mail attachments using the template given.
4. The subject line of the e-mail should be made up of your last name, a space, your initials in lowercase; continued with a space and the letters “ABS” – e.g. an abstract from SB Silva will have a subject line as ‘silva sb ABS’)
5. All Abstracts (together with respective extended abstracts) should be received by 1pm on **Monday, 20th February 2012**.
Receipt of abstracts will be acknowledged to the return e-mail address within 48 hours of receipt. (Please resend your e-mail if no such acknowledgement is received)
Review comments will be sent on March 12th 2012 and corrected abstracts should be submitted by Monday March 26th 2012.
6. Accepted abstracts will be included in the Conference Book of Abstracts only after payment of the conference registration fees. Conference registration fees (Members Rs500/- Non-members Rs1000/0) may be paid to the Treasurer or any member of the SAIHEE Executive Committee or by an 'account payee' crossed cheque, drawn in favour of SLAIHEE, to be posted to SLAIHEE c/o SDC, University of Colombo to be received before 30th March 2012.
Please note that a reduced Conference Registration Fee is applicable to members
7. You may submit more than one abstract. Each abstract submission must be accompanied by a duly completed soft copy of;
 - a. **Abstract Submission Form**
 - b. **Abstract Submission Self-Evaluation Checklist**
 - c. **Abstract and Extended Abstract**

8. Abstract should have a maximum of **300 words/2000 characters with space**. Font should be: 'Times New Roman'; font size 12. Page should be formatted to fit one A4-size paper sheet. Margins should be 1" on left, right, top and bottom.(Use the provided template)
9. The title should be on the topmost line of the Abstract. The title should not contain more than 20 words, and not exceed a total length of 2 lines of A4 paper in portrait orientation. The title should identify clearly the nature of the study. Capitalize first letter of words (other than words such as 'and' 'of' 'by' etc.)
The line after the title line should contain the author/s name/s. In writing each author's names, start with initials or first name, followed by last name. Mark the name of the presenting author with an asterisk (*). The next line should have the institutional addresses of the author/s. The e-mail address of the presenting / corresponding author should be on the next line.
10. The abstract should contain only text. Pictures, graphics, scientific or mathematical formulae and tables cannot be processed. Abstract must contain summary data that supports the statements. Abstract length and content must be sufficient (maximum 300 words/ 2000 characters with space) to convey the major emphasis or message of the author(s).
11. Abstracts will be compiled into a Conference Book of Abstracts.
12. The "Extended Abstract" should explain more about your study under the introduction, methods, results, and discussion and conclusion sections **ONLY** using TWO A4 pages. In the extended abstract you can use any supporting information like; Tables, Graphs, Equations, Pictures etc, if needed. (Use the provided template)