

**Guidelines for Abstract Submission**  
**1<sup>st</sup> Symposium on Oceans and Freshwater Systems (SOFS- 2022)**  
**Faculty of Marine Sciences and Technology**  
**University of Ruhuna**

1. Abstract should be written in a single page as a one paragraph.
2. Word count of the abstract should not exceed 400 excluding the title, authors, and affiliations.
3. The abstract should be submitted in Microsoft Word template provided, using the following formatting.

Title: Times New Roman 12, bold, centered, only the first letter of the first word of the title should be capitalized. All other words should be in lowercase except for proper nouns and abbreviations.

The font sizes and styles for the title, names of authors, affiliations, should be included using the format in the given template.

Authors' names (10 points, centred) are written with family name followed by initials with dots. Authors are marked with superscripts when belonging to different institutions. Authors' affiliations (10 points, italic, centred) are written in separate rows when there are more than one. The name of the presenting author should be underlined.

The corresponding author should be identified with a \* sign above the author's name and his/her e-mail address should be provided as indicated in the template (E-mail: name@institution.domain (10 points, font type "Times New Roman").

Body of the abstract: (in structured format as indicated in template, 10 points, font type; Times New Roman, line spacing – single)

Margins (Top, Bottom and Right -2.5 cm each, left - 3 cm) should be as shown in the template.

4. Maximum five key words should be mentioned at the end of the abstract.
5. Abbreviations should be well defined at the first time it is used.
6. If scientific terms of organisms, botanical names, etc., are included, they should be written in *italics*. If common vernacular names follow the scientific name, they should be included in parentheses.
7. Research grants can be only acknowledged at the end of the abstract under a heading "Acknowledgement"
8. Abstracts should be submitted using our online system that supported by the Microsoft CMT on or before 01.11.2021. For more information for submission, please follow the instruction for online submission. .
9. All abstracts should be submitted in English language.
10. Mode of presentation will be decided by the editorial board.
11. After receiving the reviewer's comments, abstracts cannot be withdrawn by authors.
12. All the presenters should submit a pre-recording of 10 min presentation.