

# Vice Chancellor's Awards and Academic Sessions 2027

## University of Ruhuna Instructions to Authors

### General Instructions

- The objective of the Academic Sessions is to provide a forum for academics, academic support, administrative and non-academic staff, and postgraduate and undergraduate students at the University of Ruhuna to present their research findings.
- Extended abstracts are invited, consisting of original research findings or comprehensive reviews (Please see the guidelines for the preparation and submission of papers given below).
- Submission of papers is limited to permanent academic, administrative, academic-support, and non-academic staff members at the University of Ruhuna. Student submissions are permitted with staff oversight.
- Postgraduate and undergraduate students, graduates, and temporary staff members, and authors from outside institutions can be co-authors only when a permanent academic staff member of the University of Ruhuna is the corresponding author.
- To publish in the proceedings of the Academic Sessions 2027, authors should submit the abstract with the extended abstract in the prescribed format available on the website.
- All the papers should be submitted online. The CMT link for online submission could be found on the homepage of the Academic Sessions 2027 website.
- The abstract and the extended abstract submitted should be original and should not have been published previously in the same or any other form or are currently being considered for presentations elsewhere.
- All the papers will be reviewed to determine their acceptability for presentation at the Academic Sessions 2027, and those selected will be notified by e-mail.
- 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 CMT online platform.
- The **Abstract** of the accepted papers will be published in the proceedings of the Academic Sessions 2027. The abstracts will be edited (if necessary) to improve clarity and to confirm to the publication guidelines.

- Authors who have submitted the abstract and the extended abstract to the Academic Sessions 2027, if willing to publish the full paper, can submit the full paper either to Rohana Research Journal (<http://www.lib.ruh.ac.lk/rohana/>) or to The Journal of the University of Ruhuna (<https://jur.sljol.info/>)

## **Guidelines for Submission of Papers**

- The Abstract and the Extended Abstract (in the prescribed format downloaded from the home page) to be submitted by the author should adhere to the following word limit.

- Abstract: Maximum 300 words

### **Extended Abstract**

- Introduction: Maximum 300 words
  - Materials and Methods: Maximum 300 words
  - Results and Discussion: Maximum 700 words
  - Conclusions: Maximum 200 words
  - Key References (APA/Harvard/IEEE): 05 - 10
  - Keep Tables and Figures on the last page
- For font style, font size, and other formatting guidelines, please refer to the prescribed format.
  - Please rename your abstract/extended abstract with the title of the study.

## **Instructions on presenting at the Sessions**

- Presenting of papers at the sessions (oral) is strictly restricted to academic staff members, administrative staff members, and postgraduate students registered at the University of Ruhuna.
- Undergraduate students may also present their work, provided that their supervising academic staff members are present during the presentation to ensure quality and accountability.
- When the scheduled presenter is unavailable for presentation due to unavoidable circumstances, a co-author can present if he/she is a Permanent Staff Member or a Postgraduate Student at the University of Ruhuna.

- If the co-authors are not permanent staff members or postgraduate students, another Permanent Academic Staff member in the same discipline, although not a co-author, can present at the session on behalf of the scheduled presenter with the prior approval of the organizing committee.
- When a presenter is unavailable at the session for presenting, the corresponding author will be blacklisted from presenting in the University of Ruhuna Academic Sessions for a period of 3 (THREE) consecutive years, and a notification about the blacklisting will be sent to his/her personnel file.

### **Instructions on preparing the e-Posters (Digital)**

- Please use the template provided on the homepage of the Academic Sessions 2026 to prepare your digital poster. This is just a guideline, and you may use the layout as you would like.
- However, do not change the Landscape design.
- Please strictly follow the given style and font sizes for Title, Authors' Names, and Footer at the bottom.
- Please note that the other sections (example: Introduction, Objectives, Methodology, Results and Discussion, Conclusions, etc.) may be changed or modified as you wish.
- Read the instructions carefully given on the template.
- Make your poster aesthetically pleasing. Your poster should highlight and summarize the main points. A light background with dark lettering (preferably block style) is the easiest to read.
- Your poster should be self-explanatory so that you are free to supplement the information and discuss points raised by viewers during your presentation session.
- The final digital version of the poster must be prepared in advance and submitted through the designated Google link, which will be provided in due course.
- Or submit your poster presentation to the session convener and ensure it is saved on the available PC or laptop before the session starts.