

## EXTENDED ABSTRACT SUBMISSION GUIDELINE FOR AUTHORS DOCTORAL COLLOQUIUM

The authors are requested to adhere to the guidelines for submitting extended abstract to the Doctoral Colloquium of ICOME 2024. The deadline of submission is **15.06.2024**. Early submission is encouraged as it helps us to manage the review process in a timely manner.

Active PhD/MPhil candidates who are in any stage of progression in their doctoral studies can submit their extended abstract derived from working papers to the Doctoral Colloquium. Please note that the abstract submission guidelines should strictly be followed by authors. Author (s) should affirm that the material has not been published elsewhere previously.

### Submission Guidelines

- Submission of an abstract, without an extended abstract will not be accepted.
- Author(s) should submit their original work, which has not been published previously.
- All abstracts must be in English.  
Abstracts should be submitted electronically via Microsoft Conference Management System (CMT).

## Extended Abstract Format Guidelines

<p><b>Title Page</b></p>	<p><b>ABSTRACT TITLE (TIMES NEW ROMAN, 14 FONT SIZE ,BOLD, CENTERED, UPPERCASE)</b>  <b>The Author/s Name (Times New Roman, 10 Font size, bold, Centered)</b>  <i>Institutional Affiliation and Country (Times New Roman, 10 Font size, Italic, Centered)</i>  <i>The e-mail address of the corresponding author (Times New Roman, 10 Font size , Italic, Centered)</i></p>
<p><b>Abstract</b></p>	<p>Maximum 250 words included on the first page (Times New Roman, 11 Font size, left aligned, line spacing 1.0)</p> <p><b>Abstract Content:</b> Objectives of the research, methods adopted, key findings, and conclusions.</p> <p><b>Keywords:</b> 05 (maximum), should be below the abstract, choose carefully to optimize search engines functions to access your abstract.</p>
<p><b>Headings and Sections</b></p>	<p><b>MAJOR HEADING</b> - Separate line, left aligned, bold, all caps.</p> <p><b>First Subheading</b> - Separate line, left aligned, bold, capitalize the first letter of each word.</p> <p><b>Second subheading</b> - Separate line, left aligned, bold, italic, capitalize the first letter.</p> <p><b>Third subheading</b> - On same line as beginning of text, left aligned, italic, capitalize the first letter, followed by a colon.</p>
<p><b>Citations and Referencing</b></p>	<p>APA Style (Times New Roman, 11 Font size , left alignment)</p> <p>Present the reference list in the <i>alphabetical order</i>. For all citations in the text, a detail referencing should be given in the reference list. All citations and references should be according to APA style (American Psychological Association 7<sup>th</sup> edition – more information <a href="http://www.apastyle.org/">http://www.apastyle.org/</a>).</p>

**Authors should adhere to the following guidelines when preparing the abstract.**

<b>Length of Abstract</b>	Extended abstract should be between 1500 – 2000 words, (excluding references, title, author names, affiliations, and references)
<b>Language</b>	All abstracts must be written in English and typeset. Abstract should be well written, and free of spelling and grammatical mistakes.
<b>Text Formatting</b>	Paper size for abstract: A4 paper Text: left aligned. Font & Font Size: Times New Roman, 11-point size. Line Spacing: 1.15 line spacing. Page numbers: centered on the bottom margin. Margins: All margins 1 inch.

**Before you submit, please make sure the following requirements are met.**

- Please ensure you have prepared your abstract according to the given instructions.
- Check whether the document is saved in the paper submission format of Microsoft Word (doc/docx/rtf) format.
- Acknowledge that your abstract is derived from an original work and *not* presented/published or accepted for publication elsewhere.
- Ensure that your work does not include any third-party copyrighted content without permission.

For further information, please visit: <https://icome.ou.ac.lk>