

Guidelines for Abstract Submission

Academic Sessions of Faculty of Medicine, University of Ruhuna

FMAS 2023

Deadline for abstract submission – 25th April 2023

Abstracts should be based on original research that has already been completed. Research work presented or published elsewhere in the same / similar form should NOT be submitted for FMAS 2023. Plagiarism will be checked prior to the review process and if the similarity index is 20% or more, the submission will be rejected without further reviewing. Abstracts should be short, clear, concise, and coherent. Abstracts should be written in English using MS Word 2007 or a more advanced version.

1. The general formatting requirements for the one-page abstract are as follows:

- Page size: Letter (8.5" x 11")
- Margins: 1" around
- Font: Times New Roman
- Language and Spelling: English (United Kingdom)
- Digital file format: .doc or .docx

2. Body of the abstract should be written in a structured format under the following headings;

- Background
- Objective/s
- Methodology
- Results
- Conclusions

3. Word limit for the abstract is 300 words (Excluding the title, name/s of author/s, affiliations, keywords, and acknowledgement).

4. The abstract should be submitted using the template provided.

Title: Max 125 characters/two rows, Times New Roman 12, bold, left justified, Sentence case other than for acronyms and abbreviations.

Name of Author(s): The name(s) of individual author (Times New Roman, 11 points, left justified) should be written with the surname first <space> initials in uppercase should be set without spaces. The individual authors should be separated using a comma. The name of the presenting author should be underlined. The corresponding author(s)'s name(s) should be indicated by a superscript asterisk at the end of the name.

The email of the corresponding author should be included as indicated in the template <corresponding author: name@institution.domain>

Author Affiliation: Author affiliation should in Times New Roman, 11 points, italics and left justified. Please use superscripted numbering of authors if authors have different affiliations. Affiliations should be on a separate line and numbered with the same superscript number used for the respective authors. The superscript numbers should be positioned at the end of each name of the author and at the beginning of each affiliation.

Body of the abstract: Aforementioned structured format should be followed and the template provided to be used; Times New Roman 12 points, single line spacing.

Keywords: Please provide 4-6 keywords.

Acknowledgement: Acknowledgement should be in italics and left-justified. If necessary, please include the grants received (grant number should be in parentheses) or other support information for your research in a maximum of two sentences at the end of the abstract.

5. The abstract should not include figures, tables, and references.
6. Abstracts should be checked for its content carefully, and should be devoid of any grammatical and typographical errors.
7. Abbreviations should be cited in full at the first occurrence, except for standard abbreviations.
8. Units: International System of Units (SI) should be used, and a space must be left between the figure and the unit (eg: 25 cm).
9. The scientific terms of organisms, botanical names, etc. should be in italics. In instances where common vernacular names are given along with the corresponding scientific names, the former should be given within parentheses.
10. Mode of presentation will be decided based on the reviewer comments.

11. Abstracts that do not comply with this format will not be reviewed; they will be returned to the corresponding author for rewriting. The authors may simply paste the text of the abstract from their word processor to the template provided.

12. One author can submit maximum of three abstracts.

13. In the case of the abstracts with multiple authors, it is the responsibility of the corresponding author to obtain the consent of the relevant co-authors in the author declaration form provided in the web site for their consent at the time of submission.

14. The presenting author of the abstract must be registered for FMAS 2023 by the time of acceptance.

15. Abstracts should be submitted only via Faculty of Medicine, FMAS 2023 website.

16. The decision of the reviewers will be final. All changes recommended by the reviewers should be made before the abstract is finally accepted.

17. Names of authors cannot be changed once it has been accepted for presentation.

18. Abstracts can be withdrawn after the acceptance with a written acceptable explanation sent by mail to the Secretary/FMAS 2023.

19. Once an abstract is accepted, it is obligatory for the presenting author or under unavoidable circumstances, one of the co-author/s, to present the paper at the FMAS 2023. The presentations should be delivered in the English medium.

20. Failure to present the paper will result in blacklisting all the authors of that particular paper from submitting and presenting papers at FMAS for a period of 3 years and a notification about the blacklisted abstracts will be sent to the relevant Heads of the institution.

Revised and updated: 15th March 2023