Development, Diversity, and Harmony through Knowledge and Innovation

International Conference on the Humanities and the Social Sciences

Faculty of Arts | University of Peradeniya | Sri Lanka

Instructions for Submission of EXTENDED ABSTRACTS

General Guidelines

The International Conference on the Humanities and the Social Sciences (ICHSS) - 2018 scheduled to be held on November 22 – 23 at the Faculty of Arts, University of Peradeniya, is a forum for researchers and scholars from all around the world to share their <u>completed</u> research.

The proceedings of the ICHSS - 2018 shall contain the extended abstracts of the full papers to be presented at the Conference. Authors should prepare their extended abstracts for <u>initial submission without names and affiliations of author/s</u> to enable double blinded review.

All extended abstracts will be peer reviewed and evaluated based on originality, technical and/or research content/depth, correctness, relevance to conference, contribution to knowledge, and readability. The ICHSS - 2018 reserves the right to reject any extended abstract that does not meet these standards. Additionally, any plagiarism detected will also be grounds for immediate rejection of the extended abstract.

Authors are responsible for obtaining consent from 'co-authors' (e.g. Supervisors of undergraduate/postgraduate theses) for the relevant content of the extended abstracts. All undergraduate students must submit their extended abstracts in consultation with their supervisors as co-authors.

All authors must use EasyChair through the conference website for submissions of their extended abstracts. See below under Method of Submission for a link to the EasyChair Authors' Guide and other instructions.

English shall be the official language of the conference.

Important Dates

Initial Submission of Extended Abstract **without** names of authors and affiliations on it *	FEBRUARY 01, 2018
Notification of Acceptance / Rejection & Reviewer Comments	JUNE 01, 2018
Final Submission of Revised Extended Abstract **with** names of authors and affiliations on it	AUGUST 01, 2018
Early Bird Registration	TBC
Conference Dates	November 22 – 23, 2018

* Authors will still have to enter Names and affiliations on EasyChair but should not include them on the extended abstract itself.

Method of Submission

The submission and review of extended abstracts for the ICHSS - 2018 will be managed through an online conference paper management system called EasyChair. This system gives you, as an author, complete control over your submission. You can upload your extended abstract and check on the status of your submission, resubmit it, if necessary, after revisions in accordance with reviewer comments, and update your information using this platform.

[Click here for EasyChair Guidelines](#)

Initial Submission

Format

The initial submission of the extended abstract shall contain the following sections:

- Title
- Headings:
  - Introduction including literature review (~30% of the total length of the extended abstract)
  - Material and Methods (~20%)
  - Results, Discussion and Conclusions (~50%)
  - Acknowledgements and/or References

  See the Technical Guidelines below for detailed instructions.

Final Submission

Format

- Title
- Name/s of Author/s
- Affiliation/s of Authors (if applicable)
- Headings:
  - Introduction including literature review (~30% of the total length of the extended abstract)
  - Material and Methods (~20%)
  - Results, Discussion and Conclusions (~50%)
  - Acknowledgements and/or References

  See the Technical Guidelines below for detailed instructions.

Technical Guidelines

1. Page Setup

- Page size: B5 (18.2 cm x 25.7 cm).
- Margins: Left: 2. 5 cm; Right: 2. 5 cm; Top: 2. 5 cm; Bottom: 2. 5 cm.
- Line Spacing: 1.5 lines throughout the text.
- Font / Size: Times New Roman / Size 12 (except in footnotes)1.
- Number of Columns on the Page: One
- Page Numbering / Font: Bottom Center / Times New Roman
- Maximum Number of Words:

  1000 excluding tables, figures, graphs, references etc.
- Maximum Number of Pages:

  including tables, figures, graphs, references etc: 04

2. Text

- British spelling throughout the text

3. Title:

  - **bold**.
  - center aligned.
  - font size 12.
  - uppercase letters.
  - no spaces above the title, two-line spaces below the title.

4. Name/s of Author/s:

- **bold.**
- center aligned.
- font size 12.
- name/s with initials.
- lowercase letters, except the initials and the first letter of the name/s.

5. Affiliation/s of Author/s:

- name of institution/department/s.
- *italics.*
- center aligned.
- font size 12.
- lowercase letters, except the first letter of proper nouns and sentence.
- a two-line space between names and affiliations.
- a one-line space between affiliations.

6. All Headings (Introduction including literature review, Materials and Methods (or Results and Discussion), Conclusion/s, Acknowledgements, and References etc):

- **bold**.
- left aligned.
- font size 12.
- lowercase letters except the first letter.
- a two-line space above, one-line space below.

7. Non-English and Technical Terms:

- in *italics.*

8. Abbreviations:

-       must be cited in full at first occurrence except in the case of standard
        abbreviations.

9. Paragraphs:

-       the first line of the paragraph must <u>not</u> be indented.
-       a one-line space must be left between paragraphs.

10. Units, Dimensions, Terms, Symbols, Abbreviations etc:

-       must adhere to the recommendations of the International System of
        Units (SI).

11. Units:

-       International System of Units (SI) should be used and a space must be
        left between the figure and the unit (*eg*. 25 cm).

12. Tables, Figures, Plates:

-       must be inserted in the relevant places within the text.
-       must be centered and labeled in **bold** as **Table 1** and **Fig. 1** etc.

13. Tables:

-       must <u>not</u> contain vertical lines.
-       horizontal lines must appear only above and below headings, and at
        the bottom of the table.

14. Tables and Figures:

- must be in "portrait orientation".

15. Table and Figure Titles:

- **bold.**
- font size 12.
- lowercase letters except the first letter of the first word.

16. Column Heading:

- **bold.**
- font size 12.
- centered horizontally and vertically within the cell (i. e. separate column) except in the first column.
- the heading in the first column must be left aligned and centered vertically.
- the column content must be left aligned.

17. Figures, Maps, Pictures and Diagrams:

- must be of good quality (i. e. must contain a higher "resolution").

18. Photographs and Graphics:

- black and white <u>only</u>.
- must be of good contrast and intensity (i. e. must contain a higher "resolution").

19. References in the text: follow the following documentation style **consistently**:

-       Chicago (16th Edition) [Click it to Download]

20. Footnotes:

-       Times New Roman.
-       font size 9.
-       aligned to the left margin.

21. Block Quotations:

-       Times New Roman.
-       font size 12.
-       single-spaced.
-       right indented.

22. References at the end of the text:

-       a maximum of 10 references
-       follow the documentation styles mentioned under **19** above.