

International symposium on Gender Equity and Equality (ISGEE) - 2017

Organized by Eastern University, Sri Lanka (EUSL)

Funded by UNESCO

Guidelines for Authors

Manuscripts should be concisely written and conform to the following general requirements:

- Manuscripts should be typewritten in double-space in A4 sized sheets, only on one side, with a 2 cm margin on both sides.
- Line numbering should be included.
- Research Papers, should not exceed 10-12 pages, Review Articles, 15-20 pages and Short Communications, 5-6 pages.
- Pages should be numbered consecutively, starting with the title page and the matter arranged in the following order: Title page, Abstract, Introduction, Materials and Methods, Results, Discussion or Results and Discussion, Acknowledgements, References, Illustrations (Tables and Figures along with titles and legends) and Figure and Table titles and legends.
- Abstract should start on a separate page and each table or figure should be on separate sheets.
- The titles "Abstract" and "Introduction" need not be mentioned. All other section titles should be in capital letters while subtitles in each section shall be in bold face lower case followed by a colon.
- Submission of abstract should consists of the title page and the abstract.

Title Page

- Title page should contain title of the paper in bold face, title case (font size 14), names of the authors in normal face, upper case (font size 12) followed by the address(es) in normal face lower case.
- The author to whom all correspondence be addressed should be denoted by an asterisk mark.
- The title should be as short as possible and precisely indicate the nature of the work in the communication.
- Names of the authors should appear as initials followed by surnames for men and one given name followed by surname for women. Full names may be given in some instances to avoid confusion. Names should not be prefixed or suffixed by titles or degrees.
- Names should be followed by the complete postal address or addresses with pin code numbers of the place(s), where the research work has been carried out.
- At the bottom left corner of the title page, please mention "For correspondence" and provide a functional e-mail address. Address of the corresponding author to whom all correspondence may be send, should be given only if it is different from the address already given under authors' names.
- Trivial sub-titles such as 'Title', 'Author', 'Address' or 'Place of Investigation' shall not be included in the title page.
- Title page should be aligned centre except for "For correspondence".
- Provide a running title or short title of not more than 50 characters

Abstract

Should start on a new page after the title page and should be typed in single space to distinguish it from the Introduction. Abstracts should briefly reflect all aspects of the study, as most databases list mainly abstracts. Short Communications as well as Review Articles should have an Abstract.

Key-words: Provide four to eight appropriate key words after abstract.

Introduction

Shall start immediately after the Abstract, as the next paragraph, but should be typed in double-space. The Introduction should lead the reader to the importance of the study; tie-up published literature with the aims of the study and clearly states the rationale behind the investigation.

Materials and Methods

Shall start as a continuation to introduction on the same page. All important materials used along with their source shall be mentioned. The main methods used shall be briefly described, citing references. Trivial details may be avoided. New methods or substantially modified methods may be described in sufficient detail. The statistical method and the level of significance chosen shall be clearly stated.

Results

All findings presented in tabular or graphical form shall be described in this section. The data should be statistically analyzed and the level of significance stated. Data that is not statistically significant need only to be mentioned in the text – no illustration is necessary. All Tables and figures must have a title or caption and a legend to make them self-explanatory. Results section shall start after materials and methods section on the same page.

Discussion

This section should follow results, deal with the interpretation of results, convey how they help increase current understanding of the problem and should be logical. Unsupported hypothesis should be avoided. The Discussion should state the possibilities the results uncover, that need to be further explored. There is no need to include another title such as “Conclusions” at the end of Discussion. Results and discussion of results can also be combined under one section, Results and Discussion.

Acknowledgements: Should be given after the text and not in the form of foot-notes.

References:

- References should be numbered consecutively in the order in which they are first mentioned in the text (not in alphabetic order).
- Identify references in text, tables, and legends by Arabic numerals in superscript.
- References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure.
- Use the style of the examples below. Use complete name of the journal for non-indexed journals. Avoid using abstracts as references. Information from manuscripts submitted but not accepted should be cited in the text as “unpublished observations” with written permission from the source. Avoid citing a “personal communication” unless it provides essential information not available from a public source, in which case the

name of the person and date of communication should be cited in parentheses in the text.

Journal: Name of author(s), Year in parenthesis. Title of the article, Name of the journal (*italics*), volume, page nos.

Example: Name R. E. and Name Z. Z., (2015). Title of the article. *Journal of name*, (7)2: 12-25

Book: Name of author(s), year in parenthesis. Chapter title, Title of the book, name and location of publisher, page.

Example: Name R. E. and Name Z. Z., (2015). Chapter title, Book title, Vol. II, Name and location of publishers: 68-89.

Illustrations:

Tables

- Should be typed on separate sheets of paper. Only MS word table format should be used for preparing tables.
- Tables should show lines separating columns but not those separating rows except for the top row that shows column captions.
- Tables should be numbered consecutively in Arabic numerals and bear a brief title in capital letters normal face above the table.
- Column headings or captions shall be in bold face.
- It is essential that all tables have legends, which explain the contents of the table.
- Tables should not be very large that they run more than one A4 sized page. Tables should not be prepared in the landscape format.

Figures

- Figures should be on separate pages but not inserted with in the text.
- Figures should be numbered consecutively in Arabic numerals and bear a brief title in lower case bold face letters below the figure.
- Graphs and bar graphs should preferably be prepared using Microsoft Excel and submitted as Excel graph pasted in Word.
- Keys to symbols, abbreviations, arrows, numbers or letters used in the illustrations should not be written on the illustration itself but should be clearly explained in the legend.
- Avoid inserting a box with key to symbols, in the figure or below the figure. Symbols, arrows or letters used in photos should contrast with the background.

Submission and follow up procedures:

- Deadline for submission of abstract on or before **September 20, 2017**
- Manuscript should be submitted to the Coordinator by email: mathiventhant@esn.ac.lk as **word and pdf document**.
- Manuscripts will be screened preliminarily by a review team before submitting to the reviewers.
- Manuscripts which are not fallen under the prescribed format will be rejected.
- Notification of acceptance of the manuscript will send via the email **on October 20, 2017** to the corresponding author.
- The **full paper** should submit for the symposium proceedings **on or before December 20, 2017**. The full paper will be published on the university official website.
- The e-copy of the full paper will be send to the corresponding author.