**Title of the extended abstract**

Author One(eg; A.B.C. Perera)[[1]](#footnote-1)\*1, Author Two2, Author Three3

1Department, University/ Institution/Company/Organization, Country

2Department, University/ Institution/Company/Organization, Country

3Department, University/ Institution/Company/Organization, Country

\*Corresponding Author: E-mail-author@company.com, Tel-12345, Fax-67890

***Abstract***

*The author guidelines explain how to prepare your full paper for the “Research Symposium 2022* *of University of Vocational Technology, Sri Lanka”. It includes guidance on layout, illustrations, text style, and references presented exactly as your paper should appear so that its appearance is clear and consistent with the other papers in the proceedings. It is highly advised to use the template or strictly follow the instructions to prepare your paper in Microsoft Word. The abstract portion is a narrative presentation without references. The abstract should give a brief and comprehensive summary of the purpose, methodology, findings, and conclusions of the manuscript within* ***200 words.***

***Keywords:*** *Add up to 3-5 Keywords, in Capitalize Each Word and Alphabetical Sequence Separated**by Semicolon (;), Finishing with a Full-stop.*

**1. Introduction**

The guidelines for authors are designed to achieve uniformity in the papers appearing in the technical session proceedings. The typography, layout, and style used should be the same when preparing your document. Please use the specific styles defined in the template and this document to format your paper.

***1.1 Background study/ Review of Literature***

The background study discusses in depth about the topic, whereas the introduction only gives an overview although the introduction should end with the research questions, aims, and objectives (Narin,1999).

**2. Methodology**

In the case of a research project, the usual information may be an essential summary of study design, study setting, study population, sample, sample size, sampling methods, instruments, data collection, data analysis etc. The author shall explain the research question, and describe the research framework, and the methods applied in detail. It should be furthermore highlighted why the research question is relevant to theory and practice, and why the chosen method(s) are suited for the problem

**3. Results and Discussion**

The results section simply and factually reports what you found, without speculating on why you found these results. The discussion interprets the meaning of the results, puts them in perspective, and clarifies why they matter.

***3.1.*** ***figures and tables***

Table Number (Table 1): Table Title (Font Styles, Sizes and Types)

|  |  |  |
| --- | --- | --- |
| Style Name | Font Size and Type | Use for |
| Title | 14, Bold, Small Caps, Capitalize EachWord, Centre | **title** |
| Author Names |  12, Capitalize Each Word, Centre | Author Names |
| Author Affiliations |  10, Capitalize Each Word, Centre | Author Affiliations |
| Abstract Heading | 11, ,Bold, Italic, Small Caps, Centre | ***Abstract*** |
| Abstract  | 10, Italic, Justify, 1cm Tabs from bothsides | *Abstract text* |
| Section | 12, Bold, Small Caps, Capitalize EachWord, Left Align | **section headings** |
| Subsection | 11, Bold, Italic, Small Caps, CapitalizeEach Word, Left Align | ***subsection headings*** |
| Caption | 10, Capitalize Each Word, Centre | Table Captions and Figure Captions |
| Text body | 11, Justify | Main text |
| Equation | 11, Left Align, 1.5cm Tab from left | *Equations* |
| Footnote | 10, Justify | Footnotes |
| Reference text | 10, Justify | References |

(Source: If the table is taken from another source, cite the source and add the complete reference to the reference list)



Figure Number (Figure 1): Figure Title (Four Basic Elements of Reading Ease)

(Source: If the figure is taken from another source, cite the source and add the complete reference to the reference list)

**4. Conclusion(s)/ Implications/ Recommendations & Limitations**

Conclusions should include the principles and generalizations inferred from the results, any exceptions, problems, or limitations of the work, theoretical and/or practical implications of the work, and conclusions drawn and recommendations.

**5. Acknowledgment** (If relavant)

Financial assistance by ………................................ Research Grant (number).

**6. References**

Silva, A.B., Perera, C. (2012), ‘Title of the research article’, *Name of the Journal*, 20(1), pp.65-70

Gamage, G.W., Wickramasinghe, P., Smith, E., Jones.Y., Perera, C. (2015), ‘Title of the research article’, *Name of the Journal*, 21(2), p.5

Smith, Z. (2017) *Swing time*. London: Penguin.

Murphy, A. (2001) 'Understanding globalism through a rural locale', in O'Riordan, T. (ed.), Globalisms, Technomic’s Press, Lancaster PA, 29-45.

Google (2019) *Google terms of service*. Available at: https://policies.google.com/terms?hl=en-US (Accessed: 27 January 2020).

1. [↑](#footnote-ref-1)